# JUVENILE JUSTICE
# INTAKE & ASSESSMENT SYSTEM

# USER'S GUIDE

## November 7, 2005

## Version 4.0

### Juvenile Justice Intake Assessment & Intake System

**Disclaimer:** Sample data shown in the illustrations are fictional and are not related to any actual person, agency, or incident.

# Contents


**1. INTRODUCTION ..... 5**

SYSTEM INFORMATION ..... 7
OVERVIEW ..... 8
DATA ENTRY BASICS ..... 13
*Selecting Pages ..... 13*
*Adding Rows ..... 13*
*Scrolling ..... 14*
*Typing In Data ..... 14*
*Spell Check ..... 15*
*Selecting from Drop-Down Lists ..... 15*
*Adding to Drop-Down Lists ..... 15*
*Checking Boxes ..... 16*
*Unavailable Commands or Options ..... 16*
*Time Entry ..... 17*
*Date Entry ..... 17*
*Navigating Reports ..... 17*

**2. SIGN-ON ..... 19**

SIGN-ON SCREENS ..... 20
*Supervisor Sign On ..... 20*
*Intake Worker ..... 21*
*View Only ..... 22*
*Administrator ..... 23*
*Sign on error ..... 23*
*Password Expiration ..... 24*

**3. ADMINISTRATOR ..... 26**

*Table Maintenance ..... 26*
*Adding a New User ..... 26*
*Options ..... 27*

**4. NEW INTAKE ..... 29**

**5. PAGE DESCRIPTIONS ..... 30**

*Registration ..... 30*
*ID ..... 34*
*Physical Characteristics ..... 38*
*Family – Parent/Caregiver ..... 41*
*Copies the address from the youth screen (ID Tab)Family – Family ..... 44*
*Family – Family ..... 45*
*Household ..... 48*
*Law - LEO ..... 50*
*Law - Offenses ..... 52*
*Law – JO Criteria Narrative ..... 56*
*Law – CINC Criteria Narrative ..... 58*

*Prior – Arrest/Supervision* ..... *60*
*Prior – Status/Court* ..... *62*
*School* ..... *65*
*Substance Abuse - Usage* ..... *68*
*Substance Abuse - Treatment* ..... *71*
*Substance Abuse - Narrative* ..... *73*
*Mental* ..... *74*
*Special - Conditions* ..... *76*
*Special - Activities* ..... *78*
*Special – JO History* ..... *80*
*CINC* ..... *83*
*Results – Release / Referrals* ..... *86*
*Results – Risks* ..... *91*
*Results – Final Narrative* ..... *93*
*MAYSI – Answers* ..... *95*
*MAYSI – Totals* ..... *96*
*POSIT– POSIT Answers* ..... *98*
*POSIT– POSIT TOTALS* ..... *100*
*Addendum* ..... *102*

**6. FINISH PARTIAL INTAKE/ASSESSMENT ..... 103**

**7. EDIT EXISTING INTAKE/ASSESSMENT ..... 104**

**8. CUSTOM INQUIRY AND REPORTS ..... 106**

**9. FIND PREVIOUS INTAKE ..... 116**

**10. REPORTS ..... 119**

REPORT SAMPLES ..... 120
*Disposition and Departure* ..... *120*
*Intake and Assessment Summary* ..... *120*
*Intake Summary Custom* ..... *121*
*Monthly/Quarterly Summary* ..... *122*
*POSIT Summary* ..... *123*
*MAYSI Summary* ..... *123*
*Intake Access Log* ..... *124*

**11. SUPERVISOR APPROVAL ..... 125**

**12. CENTRAL OFFICE DATA WAREHOUSE ..... 126**

*Connecting to the Internet* ..... *126*
*Find JJIS ID* ..... *127*
*Update JJIS* ..... *131*
*Identifying intakes Approved but not Sent* ..... *133*

**13. IMPORT / EXPORT ..... 137**

EXPORT ..... 137
IMPORT ..... 137

**14. FINISHED ..... 139**
**15. GUIDELINES ..... 140**
**16. GETTING HELP ..... 142**

# 1. INTRODUCTION

The Juvenile Justice Commissioner shall operate the juvenile intake and assessment system as it relates to the juvenile offender as stated in K.S.A. 75-7024. The information captured and maintained will be part of the a juvenile information system used to properly advise the three branches of government on the operation of the juvenile justice system as identified in K.S.A. 38-1618. The information is stored in a central data repository as defined by K.S.A. 22-4701. The intake and assessment centers also address CINC (Child In Need of Care) as defined in K.S.A. 38-1502 and with access to information as defined in K.S.A. 38-1507.

K.S.A. 38-1624 states "When any law enforcement officer takes an alleged juvenile offender into custody, the juvenile shall be taken without unnecessary delay to an intake and assessment worker if an intake and assessment program exists in the jurisdiction, or before the court for proceedings in accordance with this code or, if the court is not open for the regular conduct of business, to a court services officer, a juvenile intake and assessment worker, a juvenile detention facility or youth residential facility which the court or the commissioner shall have designated. The officer shall not take the juvenile to a juvenile detention facility unless the juvenile meets one or more of the criteria listed in K.S.A. 38-1640, and amendments thereto. Even if the juvenile meets one or more of such criteria, the officer shall first consider whether taking the juvenile to an available nonsecure facility is more appropriate."

The intake assessment includes the use of a formalized process or set of procedures for gathering comprehensive information about a youth in order to determine the needs of the youth and to make referrals based on that data. The assessment information includes the following:

· Juvenile's conduct resulting in the current law enforcement contact
· Physical and mental health status
· Educational background and needs
· Substance use or abuse history
· Prior and current contact with social services
· Offense history or prior police contact
· Abuse or neglect history
· Economic situation or job status
· Demographic information

When comprehensive information is gathered at the youth's first contact with the system, it is used to determine whether the youth should be diverted from the juvenile justice system or what disposition and services are appropriate. Accurate initial assessment of a juvenile suspect has a tremendous impact on every phase of the juvenile court process. Without comprehensive and accurate information about the youth, appropriate decisions about detention, diversion, charging, and plea agreements are difficult for juvenile justice

professionals, as are the decisions regarding disposition, placement, service referrals, resource allocation, and appropriations which must be made by judges, service providers and policy makers. By accurately assessing the youth's needs, appropriate services can be identified and preventative measures for at-risk youth can be implemented. (Dembo & Brown, 28-31.)

Whenever a youth comes to the attention of the legal system because of an alleged crime or the youth is designated as a child in need of care (CINC), an assessment will be performed for the youth at a Juvenile Intake and Assessment Center. Through this assessment an examination will be conducted of the youths current level of performance and satisfaction at their own home, at their school, on their job (if they have one), and any other activities in which they may be participating. The questions being asked examine the youth's relationships with family members, friends, and authority figures in their life. With the help of their parents or guardians, along with the guidance of an intake counselor, the youth and their family are able to formulate a plan of action that will allow the youth to build on their strengths and make changes in any problem areas in order to succeed in their goals avoiding any future contact with the legal system. Any previous contact with the legal system or with community support systems will be reviewed to determine what sorts of experiences have helped the youth in the past, and which experiences have not been as helpful.

The juvenile intake and assessment procedure generally begins when a law enforcement officer arrests a juvenile suspect or takes custody of a child believed to be in need of care. The officer taking custody of the youth generally takes the youth to a Juvenile Intake and Assessment Center (JIAC) or to an intake worker. In larger communities, an intake and assessment worker should be available 24 hours a day while smaller communities rely on intake workers on an on-call basis. The key tools of the new system is the Juvenile Intake and Assessment Questionnaire (JIAQ - which is a structured interview and an assessment tool), the Problem Oriented Screening Instrument for Teenagers (POSIT), designed by the National Institute on Drug Abuse and/or the Massachusetts Youth Screening Instrument-second version (MAYSI-2), developed with a grant from the William T. Grant Foundation MAYSI-2.

The JIAQ and the POSIT or MAYSI-2 are used to gather information in the areas of substance abuse, physical health, mental health, social skills, peer relations, family relations, educational status, vocational status, leisure/recreation, and aggressive/delinquent behaviors. These areas of functioning are most critically related to youths exhibiting problem behaviors.
The JIAQ is designed to provide a statewide procedure for gathering uniform and consistent information about the youth. This information from this screening tool assists intake workers in making referral and placement decisions and is used to determine service needs throughout the state and the availability of resources for troubled youth and families.

Information gathered by the JIAQ questionnaire is obtained from the youth, law enforcement officers, and the family. The questionnaire addresses four major parts: (1)

Youth and Family Registration, (2) Intake Information, (3) Youth and Family Demographics, and (4) Result of Intake.

1. Youth and Family Registration: Each intake event is automatically assigned a number and each child or juvenile is assigned a personal ID number. This number is important for tracking the youth. Personal and family/guardian information is entered here.
2. Intake Information: Event specific information, based on statutory provisions, is recorded identifying offense information in the case of a juvenile suspect or the need for custody for an alleged child in need of care.
3. Youth and Family Demographics: A juvenile's prior record of police, court, or intake contact; school information; substance abuse/use; the youth's and family's psychological treatment history; gang involvement; economic situation; and victimization history are recorded.
4. Result of Intake: The intake worker completes this section. It identifies the type of recommended placement or referrals; who is transporting the youth; what services were recommended, but were not available; length of time to arrange emergency placement; length of time to transport to placement; and any other critical elements of the intake that require follow-up.

The Juvenile Justice Intake and Assessment Management System (JJIAMS) computer application is a database application designed to capture the information from the JIAQ and the assessment results (from either the POSIT and/or the MAYSI-2) and provide user and performance reports. A user may print or view reports based on information gathered from the questionnaire. The reports consist of pertinent fields of information arranged for a particular end-user. The computerized system includes report formats created especially for county or district attorneys, Social Rehabilitation Services (SRS), Court Services, and Community Corrections. Information is maintained to provide performance reports displaying information about the intake process that is useful in determining the time interval between arrest and intake, the duration of intake, the services provided, and the time requirements for arranging and completing placement

The JJIAMS computer application will ultimately be part of a statewide-integrated Juvenile Justice Information System network for entering, saving, managing, querying, and reporting on information about all youths that come into contact with the Juvenile Justice Authority. The JJIAMS application is made up of a number of separate software modules. This documentation describes the processing of youth information in the Juvenile Justice Intake & Assessment Management System application.

## SYSTEM INFORMATION

The JJIAMS application is designed to run in the following environment:

- Microsoft NT server with appropriate service packs
- SQL Server 7.0 or greater with appropriate service packs

- Windows NT workstations, Windows 95, Windows 98, Windows 2000, Windows XP clients
- Microsoft Office 2000 or greater Professional software
- MSDE (Microsoft Data Engine)
- Minimum client hardware configuration - 128 mb of memory, 5 gig hard drive, Pentium 300 mzh processor, 15" monitor
- Recommended client hardware configuration - 128 mb of memory, 10 gig hard drive, Pentium 750 mzh processor, 17" monitor

# OVERVIEW

The JJIAMS application is an information-processing tool designed for ease of access, ease of entry, and ease of viewing while providing many features that provide security and completeness. The application was designed to ensure the process of obtaining information from the youth is the primary focus, and the application is a tool for performing the task. There was a special effort to design the application to require the intake worker to have minimal computer knowledge, and provide a process button and tab process "look and feel", requiring a "point and click" type of navigation. The special features of the JJIAMS application enhance the information process, reducing the amount of time required for the overall intake to be recorded.

**Special Features:**

This section will describe some of the special features that make this application easy to use.

- There are various levels of security that are supported. This provides a safeguard for entering, changing, and viewing the data.
    - Administrator Only – maintains tables and sign-on
    - Supervisor – Can perform all functions and is responsible for indicating the capture of the intake information is complete
    - Intake Worker – Can enter and edit an intake but cannot make final approval
    - View Only – Can view but make no changes

- The intake for a youth is not considered complete until all of the required data is captured and a supervisor approval is given.

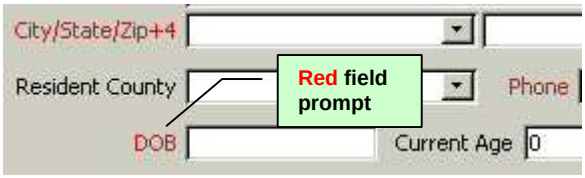
- Access to the major processes is identified with buttons. Place the cursor on the button and press the left click on the mouse.

- The application is designed for ease of access and quick navigation. The application uses various pages for entry, editing, and reviewing of information.

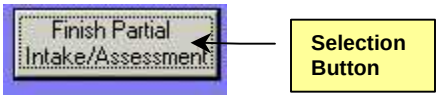
Selection of the pages is as simple as placing the cursor on the tab or page heading of the desired page and left click the mouse button.

- The application provides easy identification of the pages that fail to have all of the required fields keyed. The **red** bar at the top of the page tab indicates there are required fields yet to be captured. If there is no red bar, all required fields have been entered for that page.

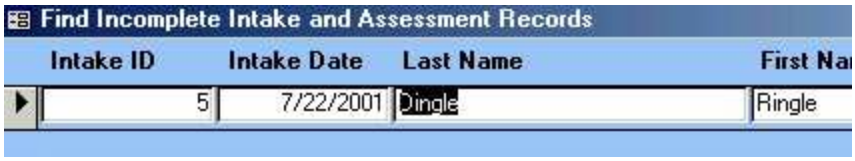
- The field prompts in **red** identifies the required fields. This provides a quick visual to ensure the minimum required information is collected.




- The ability of partially completing an intake and then returning at a later time to finish. Select the Finish Partial Intake/Assessment button:

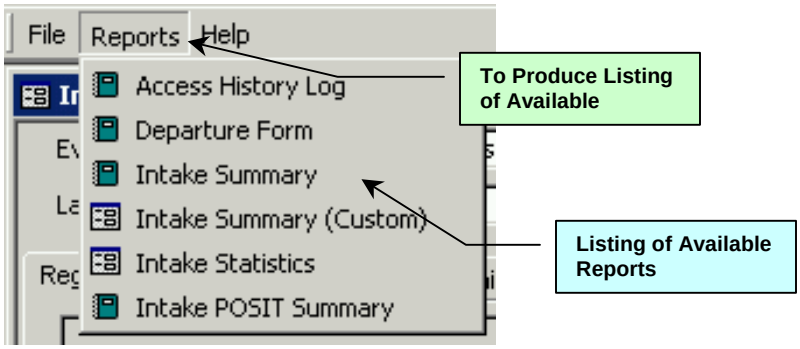



This will display a listing of the intakes that are not complete, either by not having all of the required fields filled in or having supervisor approval.



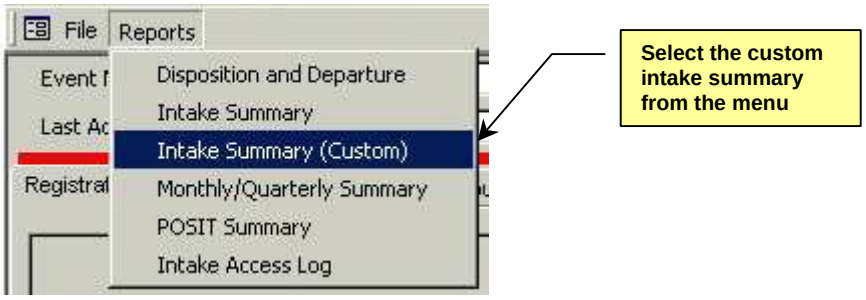

A selection may be made at this time to enter into an edit mode for finishing the intake.

- The ability to produce pre-defined reports is as simple as point and click. By moving the cursor on the word Reports and left-click the mouse.

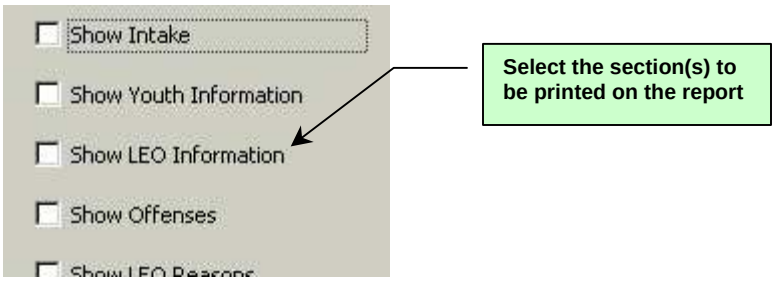



The pre-defined reports will be displayed. Place the cursor on the report desired and left-click the mouse for a pre-view and ability to produce a printed report.

- The application supports the ability to define specific intake components for a customized intake summary report.



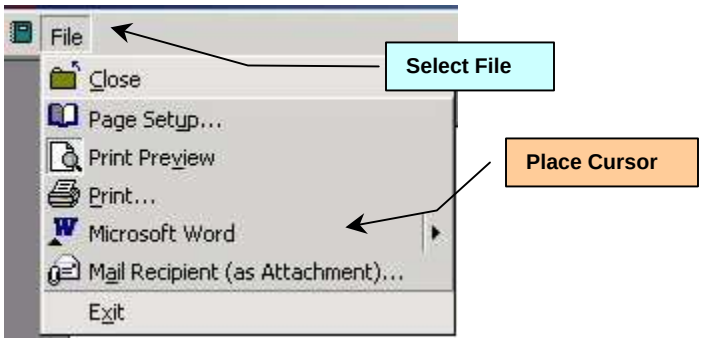

After selecting the custom intake summary selection, selection criteria are offered:



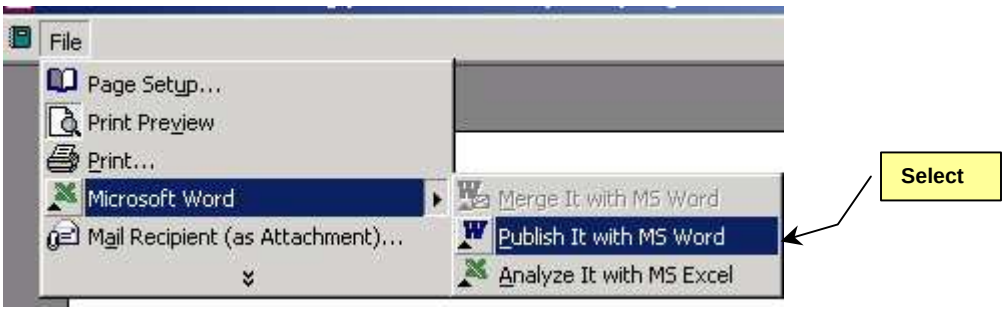

Each section to be printed on the intake summary report is marked. The report may be previewed and printed. In an effort to make this more useful, the selected sections will be remembered for the next access.

- The application supports the ability to either print the selected report or to make it a word document. While previewing the report, select "File" – then place the cursor on Microsoft Word. This will open a sub-menu.

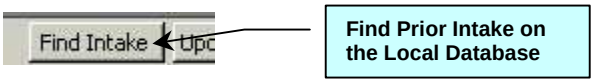
  Place the cursor on the words "Publish It with MS Word" and left-click the mouse



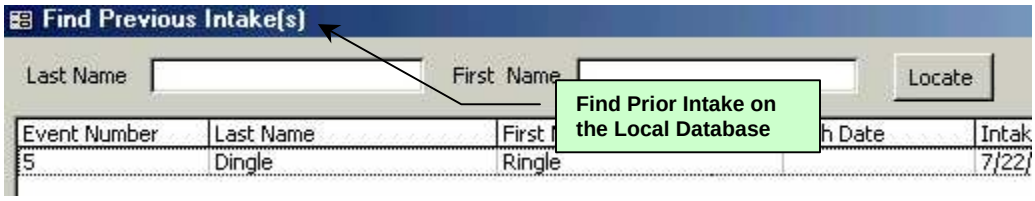

  button. This will open MS Word and place the document and/or report into it. The document then may be treated as a Word document.



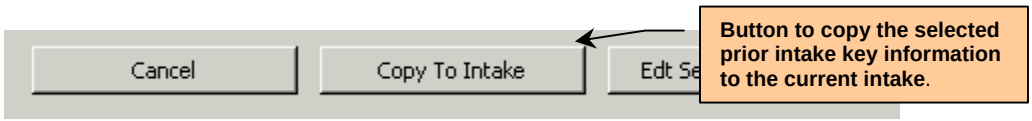

- The application provides the ability to query the local database to determine if the youth has had a prior intake. By placing the cursor on the "Find Intake" and left-click the mouse button.



The "Find Previous Intake" screen will be displayed, showing other existing youth records that meet the same search criteria. If the name is entered on the ID screen, that name will be used in the Last Name and First Name fields. New names may be keyed for searching other names.

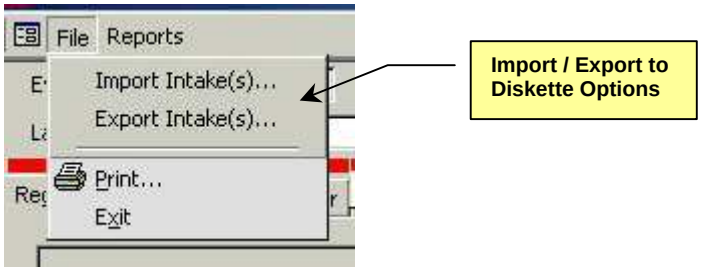



From here, there is the option of selecting a name and copying key information from the ID tab, Physical Characteristics tab, and the Parent/Caregiver tab of the prior intake and populate the current intake. Select the name by placing the cursor on the line displaying the name and left-click the mouse.



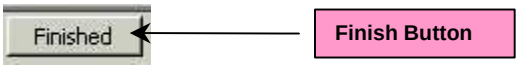

Then proceed to the bottom of the page and select the Copy To Intake button. The application will then populate specific fields.

- The ability to easily transfer an intake from one computer to another using a diskette is as easy as point-and-click. By placing the cursor on the File, a menu is displayed offering the options of importing an intake from a diskette or exporting the intake to a diskette.




- The application will display static related information for each intake page. This information is for quick reference and access. The information displayed is the intake number, the youth's name (after the name is entered into the ID page), the identification and date of the user that last accessed this event, and the JJIS, KBI, and INS number assigned. In addition, the ability to perform search of the local database, the updating of the JJIS at central office (once complete and approved), and a finished buttons are made available. Note: the finished only states the user is concluding the process of the event and not that all of the required fields and actions are complete).

- The Finished Button is a simple way to communicate to the application the user wants to finish working on the current intake. The intake will be updated at this time.




# DATA ENTRY BASICS

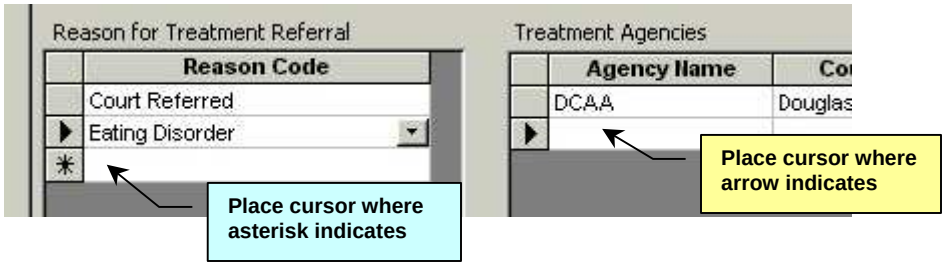
The JJIAMS application uses standard methods for data entry. This section presents the main data entry methods that will be used with this application.

## *SELECTING PAGES*

The application consists of pages or tabs designed to capture the designated information. The selection of the page to work on is achieved by placing the cursor on the page identifier and left-click on the mouse.

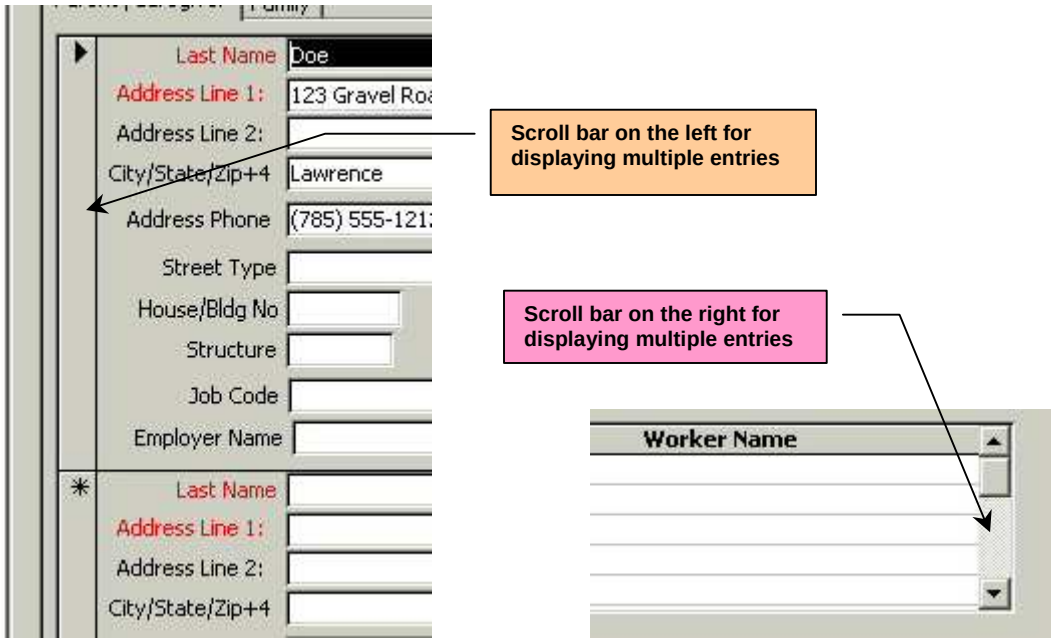
## *ADDING ROWS*

There will be occasions when there is the need to add additional rows in a display. This is accomplished by placing the cursor on the box that shows either an asterisk or an arrow and left-click the mouse button.



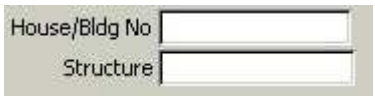
## *SCROLLING*

There are times when the information captured cannot be displayed in its entirety on the form. The application supports the ability to scroll to the additional information. There are two types of scrolling supported by the application. Both provide the ability of capturing and displaying one to many occurrences of like information.




## *TYPING IN DATA*

In some cases, typing of data will be done in blank boxes such as the ones shown below.




To enter data, simply tab to the box and begin typing, or place your cursor in the box, click the left mouse button, and type. After you have entered the data, tab to the next box.

There are numerous memo fields for collecting narrative information. Using the enter key when a new narrative line is to begin will move the cursor out of the memo field and place it at the next logical field for entry. To obtain a new narrative line press the Ctrl key and return key simultaneously. This will cause a new line to be designated and maintain focus in the memo field.

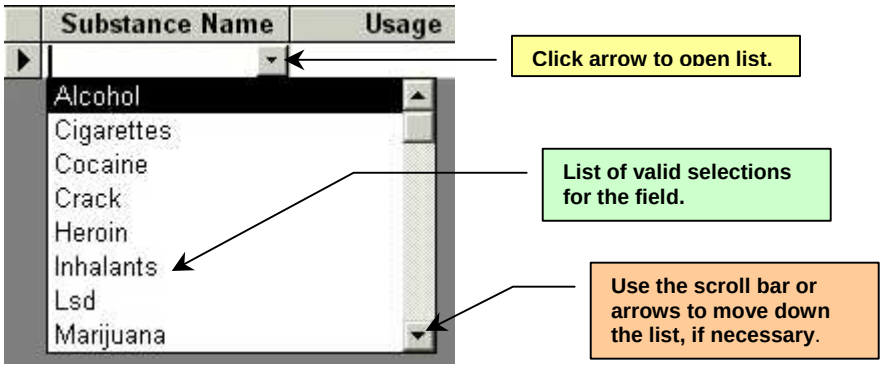
Please refrain from using an apostrophe in data that will be used with the import/export process as the database SQL uses this code for identifying fields. It will create an error when the import/export facility is used.

## *SPELL CHECK*

The application does support limited spell checking. It is important to highlight the data prior to pressing the F7 (spell check) function key. If the information to be spell checked is not highlighted, the application may not function correctly.

## *SELECTING FROM DROP-DOWN LISTS*

The ability to select the data that is valid for the field is, in many cases, provided with drop-down lists. The use of drop-down lists is identified with a down arrow at the right hand side of the entry box. The lists appear in boxes, and when the number of selections is greater than the size of the box, with a scroll bar is provided at the right-hand side.



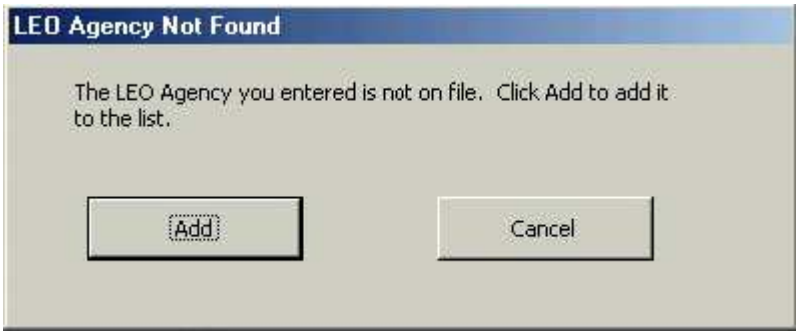

To complete a box with a drop-down list, place the cursor on the down arrow and click the left mouse button, and the list will appear.

There may be times when there is a desire to not use the mouse and maintain hand position. Once the cursor is on a field with a drop-down arrow, press the Alt key and down arrow simultaneously to open the selection box. Then scroll up or down using the arrow keys. Once the selection is highlighted, press the enter key for selection.

## *ADDING TO DROP-DOWN LISTS*

There will be instances when the drop-down lists do not offer the selection needed and a new selection needs to be added. The user can have the administrator or supervisor adds this information through table maintenance or, in some cases, can add the information dynamically. The example below shows the entered name does not exist in the current drop down selection.

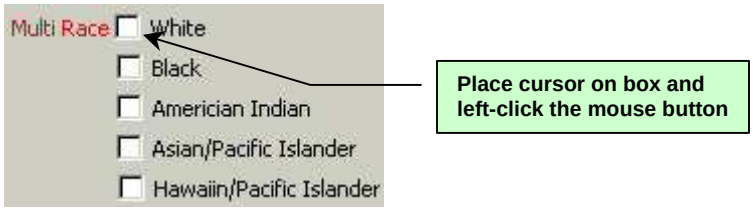
A pop-up box appears provides the opportunity of either saving the new information or determining there was a data entry error.




By pointing the cursor on the Add button and left clicking the mouse key the new entry will be added to the drop-down selection table. By pointing the cursor on the Cancel button and left clicking the mouse key the field is re-displayed with the opportunity of modifying.

## *CHECKING BOXES*

You will sometimes need to enter checkmarks in boxes to indicate yes/no situations:




Simply click the appropriate box or boxes to select. If you decide you have clicked on a box inappropriately, click the box again to deselect it.

## *UNAVAILABLE COMMANDS OR OPTIONS*

In using the JJIAMS application, there may be particular items or button labels that appear grayed or dimmed. Whenever an item or button label appears dimmed, the associated command or option is unavailable. The item may become available when a different screen is open, or it may be associated with a module not currently operative in the JJIAMS application.

## *TIME ENTRY*

The time should be entered in AM / PM clock time. The time entry requires a two-digit entry of the hour and two-digit entry of the minutes along with either the AM or PM. Failure to enter the required fields will result in an error message:

Select the OK button and key in the appropriate time. If there is a time entered beyond 1200 (e.g. 1201 to 2400), the time will be considered military time and will be converted.

## *DATE ENTRY*

The date entry requires a four-digit entry of the year. The application will display either a four-digit year or will reduce the four-digit year to display only the last two digits. Failure to enter the required fields will result in an error message:

Select the OK button and key in the appropriate date; ensuring a four-digit year is entered.

## *NAVIGATING REPORTS*

Initiates the search function to find a specific report

Scrolls backward to the beginning report

Scroll backward one report

Scroll forward one report

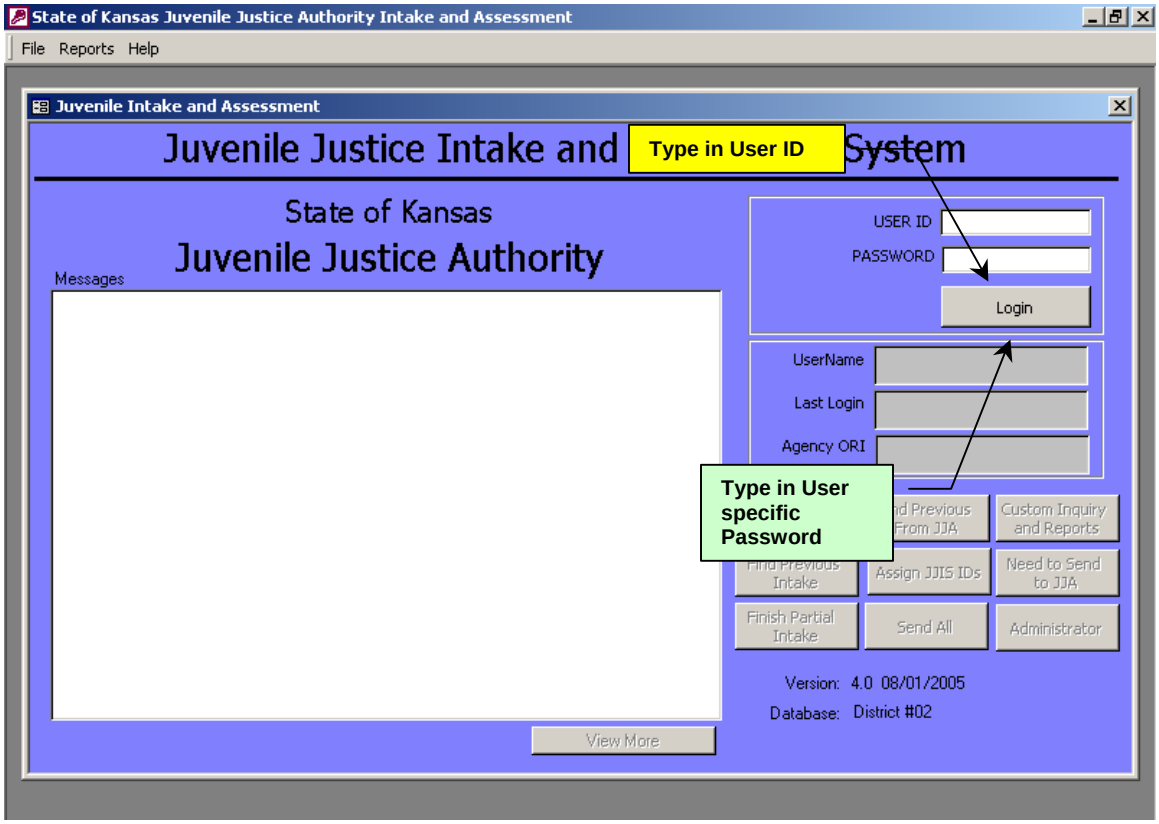
Scrolls forward to the end report

Create a new report

Delete the current report

# 2. SIGN-ON

The **Sign On Screen** is the entry point to JJIAMS application. The worker will enter their personal User ID identifying the person and enter their individual password. The password is not displayable when entered. After the validation of the User ID and Password, their name, the last time they logged on, and their agency ORI is displayed. Based upon the individual's security, access buttons are displayed. The following is the original screen that is displayed after selecting the application icon:



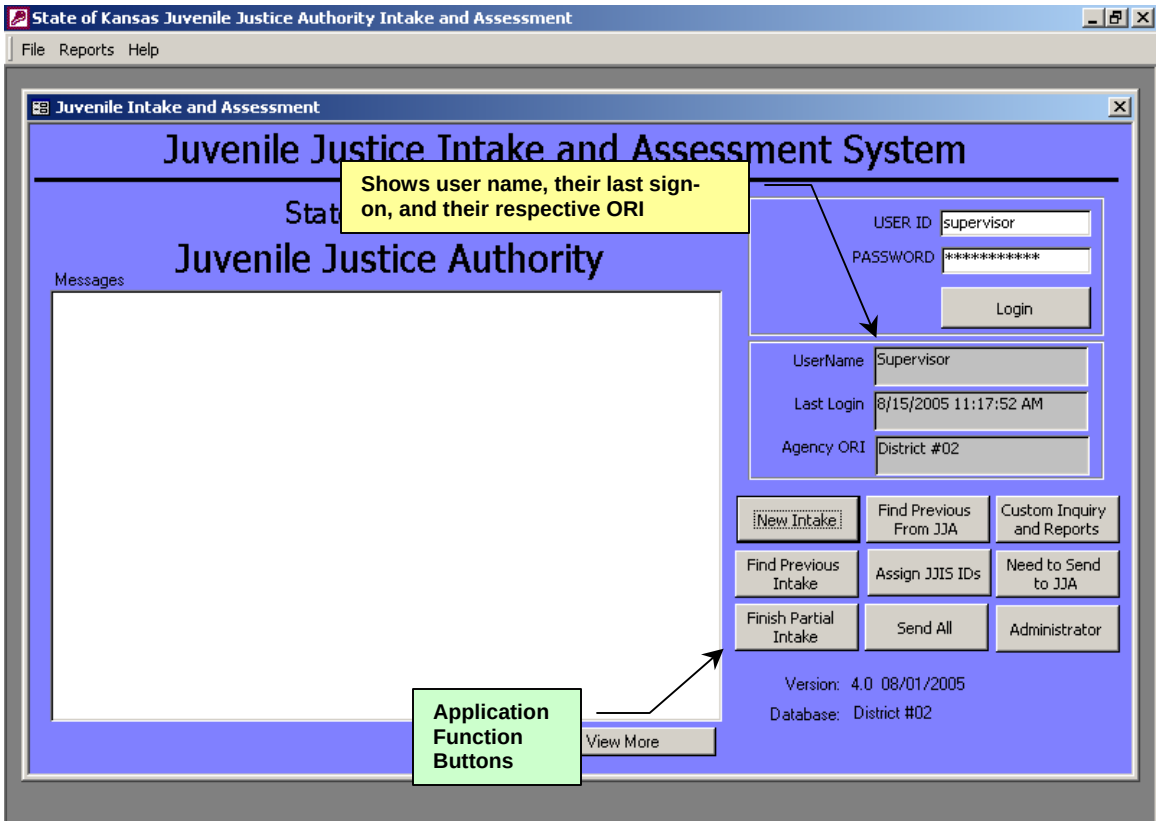

The messages section on the sign-on screen is the vehicle used by JJA central office to provide notes and messages to the end-users. It is functional only by those users connected to the terminal-server edition.

# SIGN-ON SCREENS

Application functions are made available based on the security designation of each person. Options to be able to enter, view only, to perform administration efforts only, and to perform supervisor activities. After the user id and password are entered a validation process is performed to ensure the user is entitled to access the application. Once the user is validated the user name, the last time the individual signed onto the application, and their agency ORI are displayed. The menu buttons related to the processing the user is secured for are made available.

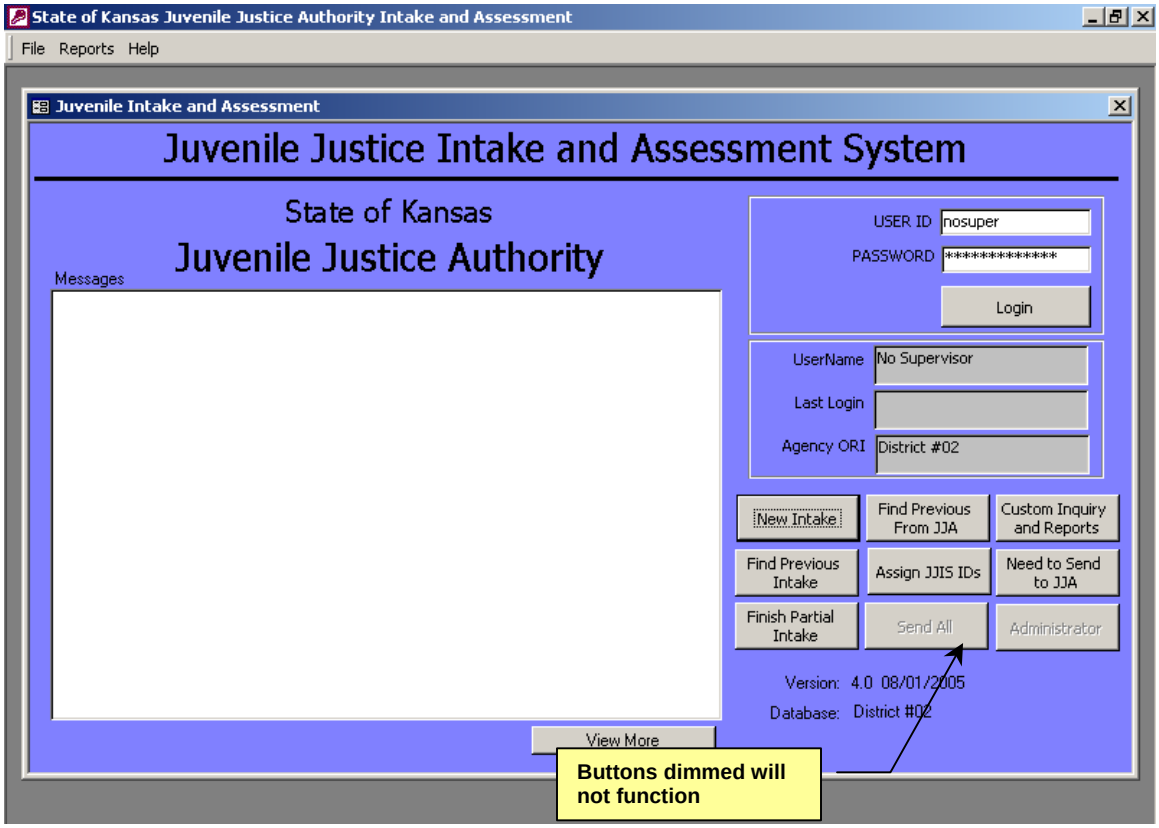
## *SUPERVISOR SIGN ON*

The following is an example of the screen that would be displayed as a supervisor. The supervisor has the options of performing all functions. All of the function buttons are available for selection.



## *INTAKE WORKER*

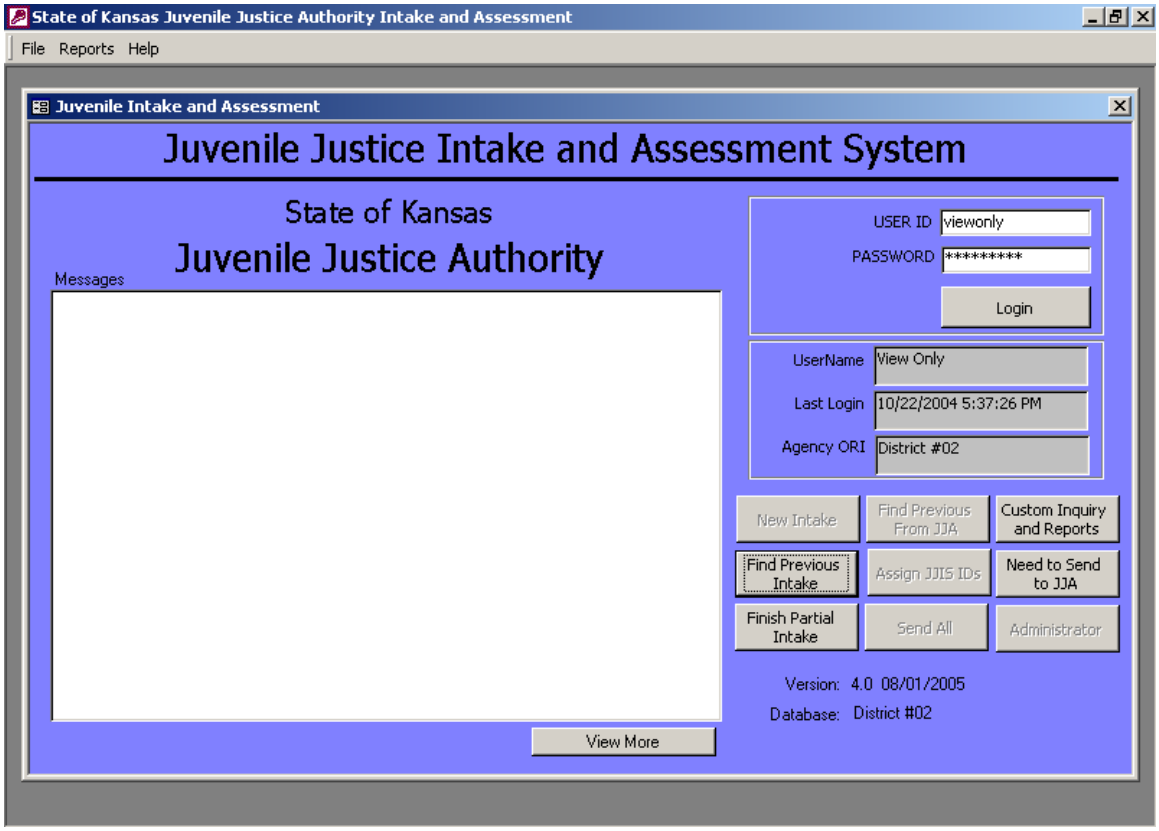
The intake worker can enter the initial intake and can make changes until the supervisor approves the intake. They are prevented from performing supervisor functions such as table maintenance, supervisor approval, update to the central repository, etc.




Notice the "Administrator" button is dimmed. A dimmed button will not function.

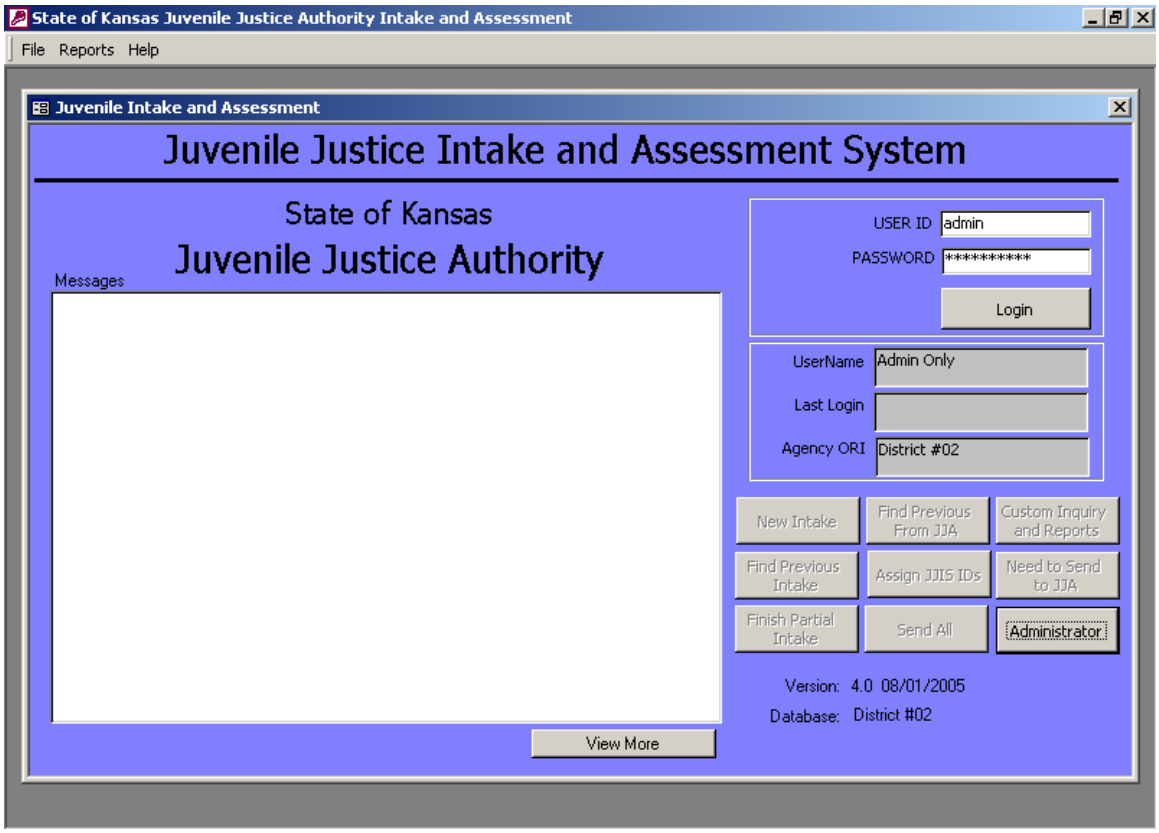
## *VIEW ONLY*

For those individuals who need to have view access but are not to add or change data, they can be designated for view only. The following is an example of the view only sign-on screen.



## *ADMINISTRATOR*

There will be organizations that separate the administration functions from the core business workers. These individuals would be responsible for maintaining some site-specific drop down data selections, administrating the security assignments, and other support functions. The following is an example of the sign-on screen for an administrator.



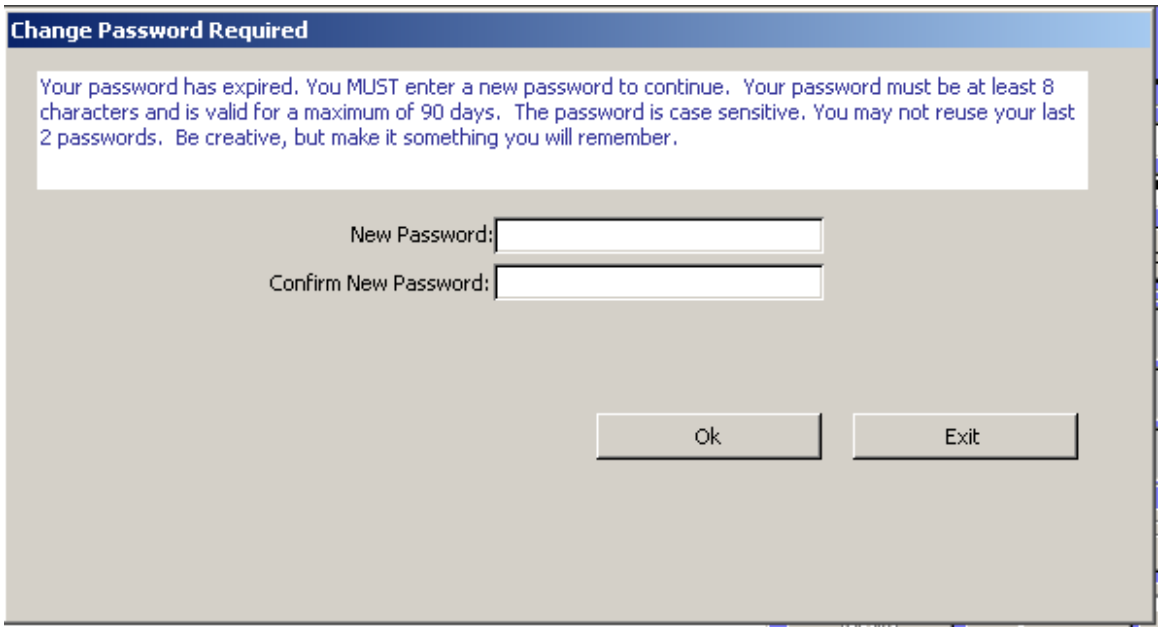

## *SIGN ON ERROR*

If either the user id or the password is incorrect, the following message will be displayed:

This will allow the user the opportunity to correct their sign-on.

## *PASSWORD EXPIRATION*

The application provides the capability of setting the amount of time a password is valid. As a security measure, there may be sites that require the changing of passwords on a set frequency basis. When a user signs onto the application, if the number of days exceed the days the password is valid, a request for a change in the password will be displayed. This change must occur before proceeding with the application.




**New Password**
This field provides for the capture of the user's new password. The password is required to be 8 to 16 characters.

**Confirm New Password**
This field provides for the capture of the same password as entered into the New Password field. This provides for accuracy.

The following message will be displayed if the new password does not match the confirm new password.

When the OK is selected, the user may reenter the password.

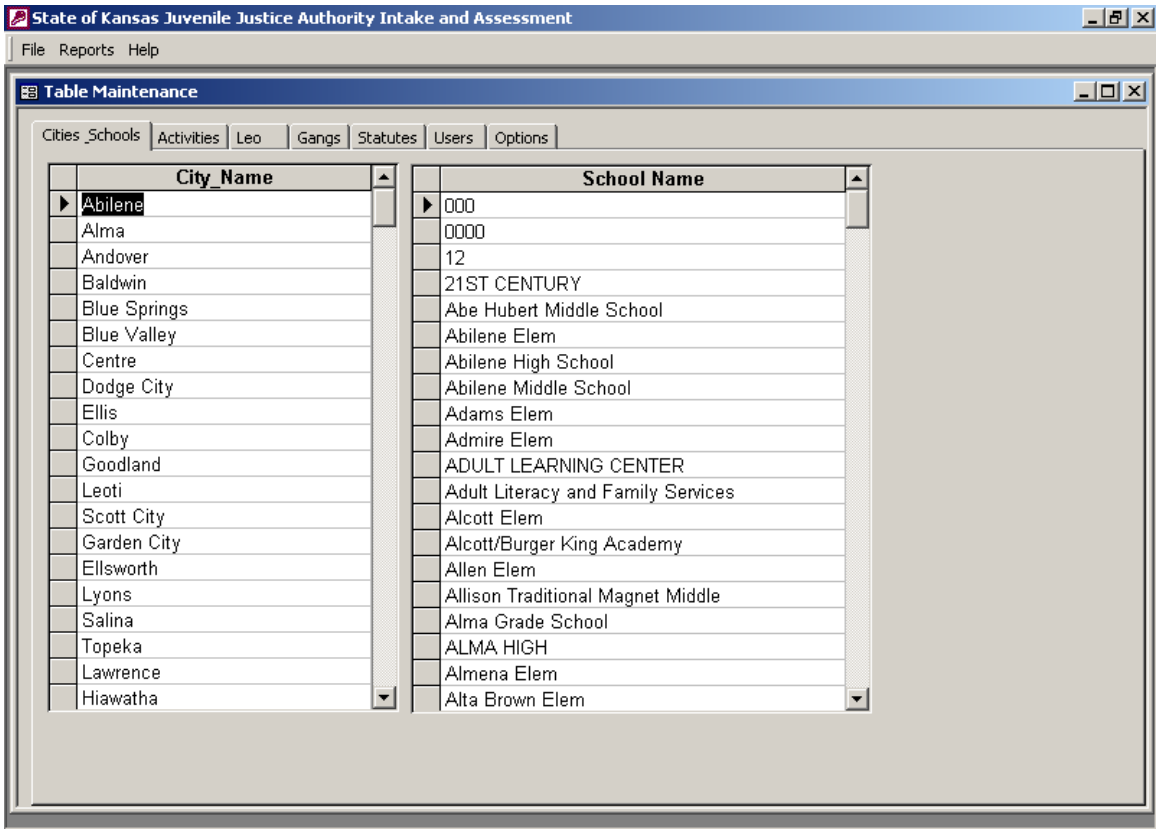
The user may not use the same password that has been used twice previously. If a password is detected as being used as one of the last two passwords the following message will be displayed.

# 3. ADMINISTRATOR

The administrator functions are responsible for the maintenance of user-controlled tables. These tables control the accepted and allowed data for selection on specific drop-down lists (as identified earlier in this document).

## *TABLE MAINTENANCE*

The table maintenance is a simplified manner for maintaining the drop-down list selections. From here the user can customize their selections to fit their location.



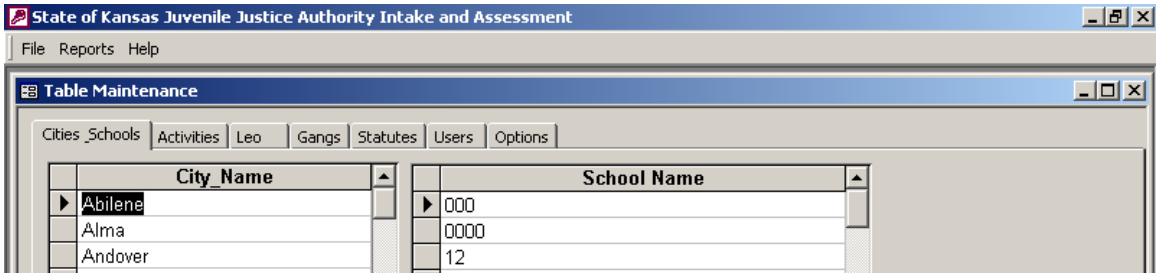

## *ADDING A NEW USER*

A major table required for early maintenance is the identification of the users that will have access to the application. The application supports multiple user access:

- Supervisor Can enter, modify, approve, and support table maintenance
- Entry Can enter, modify
- View Only Can view only (no entry or modifications)

- Administrator Supports table maintenance only

The Supervisor or Administrator will enter user's name, user identification (ID), their initial password, number of days the password is valid before requiring a change, and their access level. The application will not allow the use of the same password to be used three changes in a row. Enter the number of days the password will be valid until a change in passwords will be requested. This will allow the flexibility of setting the days to meet the user's office standards.




**User Name**
This field provides for the capture of the user's name. Up to 30 characters may be entered.

**User ID**
This field provides for the capture of the user's identification code. Up to 30 characters may be entered.

**Password**
The user will maintain an 8 to 16 character password which, when used in conjunction of the user ID, provides access to the application.

**Days Valid**
The number of days the password is valid. When the number of days expires, a message will appear requiring the entry of a new password.

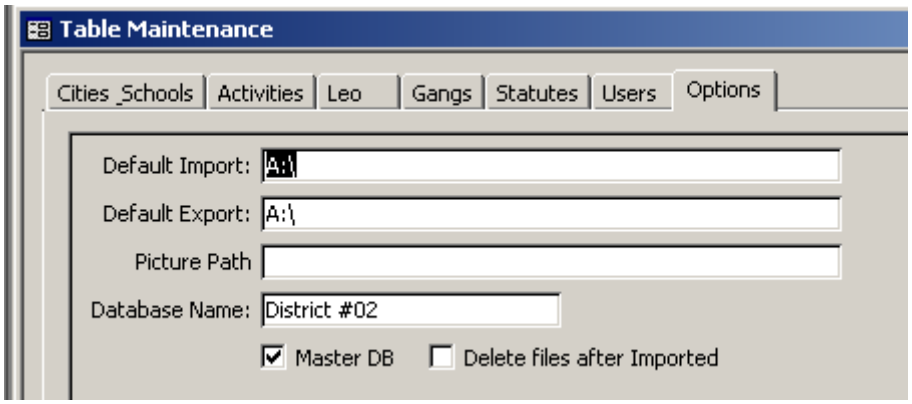
Note: JJA requires this to be not more than 90 days

**User Level**
The user level defines the access and processing capabilities of the user – valid selections are:

- Admin Only
- Entry/Edit/ No Supervisor
- Entry/Edit/Supervisor
- Entry/No Edit
- View Only

## *OPTIONS*

The options page allows the administrator or supervisor to identify the location where the import and export data sets are to be addressed.




**Default Import**
This field displays the source file location to import the intake. To change, type in the new address (e.g. to change to the A drive, type A – or type A: or type A:\, etc.)

**Default Export**
This field displays the receiving file location to export the intake. To change, type in the new address (e.g. to change to the A drive, type A – or type A: or type A:\, etc.)

**Database Name**
This field is a user-defined field to identify the source of import (e.g. laptop 1, laptop 2, etc.). This prevents duplicate intakes from being imported.

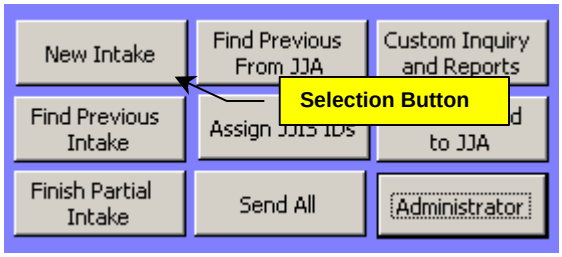
**Picture Path**
This field is a user-defined field to identify folder where the pictures are stored.

**Master DB**
This field is an indicator specifying if the computer is used as the master database. If it is a laptop this field will be left blank.

**Delete files after Imported**
This indicator specifies that after the import of the intake is complete, the source file will be deleted.

# 4. NEW INTAKE

A new intake is initiated when the New Intake/Assessment button on the sign-on screen is selected.



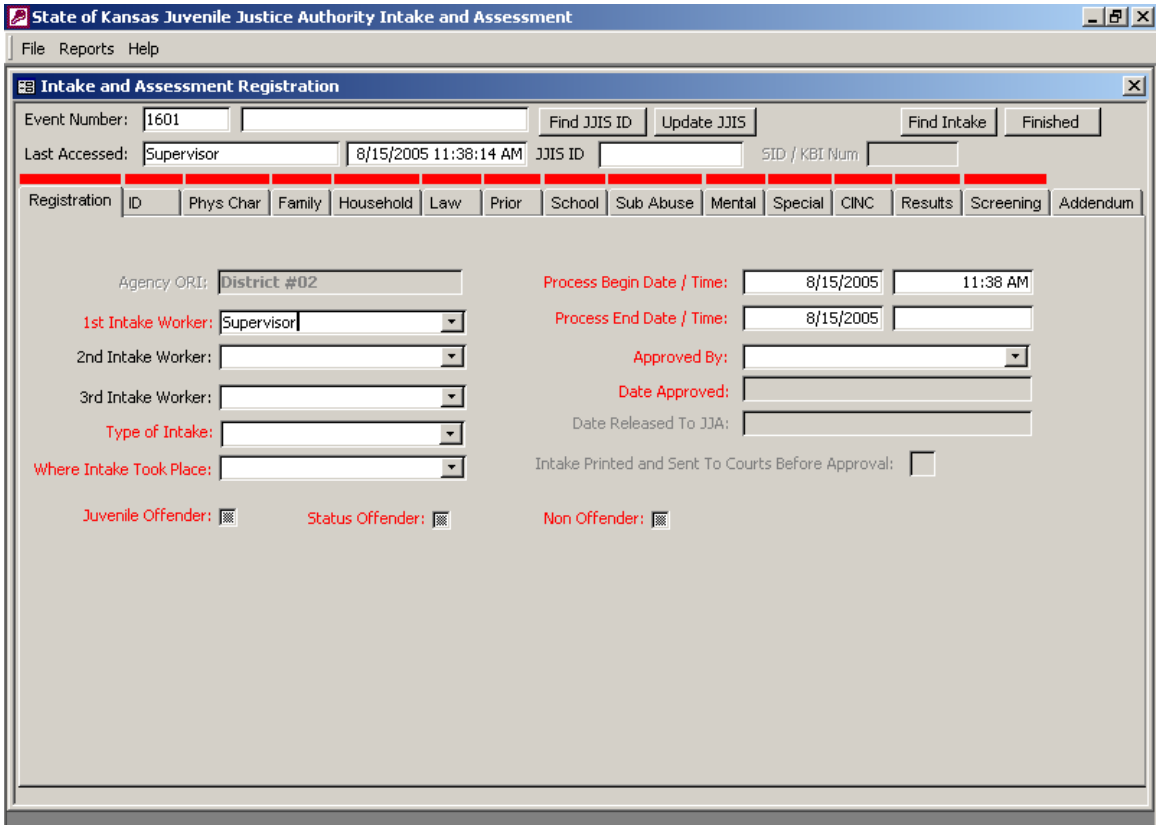

The data pages will be displayed beginning with the Registration page. The event number will be the next sequential number relating to the intake. There are a number of pages involved with the capture of intake information. The minimum information required before the intake will be retained is the first and last name. The option of using the "Find Intake" may want to be considered as one of the first processes. It will identify if the youth has been through the intake process before and has a previous file. Selecting the youth and selecting the "Copy to Intake" function button will insert key information into the current intake. This will reduce the amount of data entry required by the intake worker allowing them to validate the previous information, correcting errors, and capturing additional information. The following present these pages and definitions of the data.

# 5. PAGE DESCRIPTIONS

The screens the intake worker uses to capture the youth's information are called pages. Reference in this document will be to either pages or tabs. The following pages are graphic representations of these pages (or tabs) along with the specific associated data requirements.

## *REGISTRATION*

The Registration page is the initial screen that identifies the intake worker, the date and time the intake occurred, the type of intake, and if the youth was considered a "Child In Need of Care" (or CINC) or if the youth was considered a youth offender. The event number is automatically incremented from the last intake. There are several fields that are filled in for the intake. The 1st Intake Worker field may be require change if the individual entering the information is not the intake worker.




**Agency ORI**
This field displays the agency ORI if applicable

**1st Intake Worker**
Name of the intake worker that either executed the intake or, at a minimum, initiated the intake

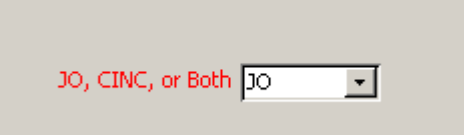
**2nd Intake Worker**
Name of a second intake worker if applicable

**3rd Intake Worker**
Name of a third intake worker if applicable

**Type of Intake**
Identifies the type of intake – Valid codes with definitions are:

- Appointment — The youth had an appointment for the intake
- Court Ordered Assessment — The court had issued an order for the assessment
- Direct CINC Placement
- Interviewed in detention — The youth was interviewed in a detention facility
- Police drop off — The police dropped the youth off at the JIAC
- Turned self in — The youth turned their self in
- Walk in — The youth was brought by parent/guardian

For the intakes that occurred prior to this release, the types of intakes will be presented:




**JO/CINC**
Identifies if the youth is considered a juvenile offender, a child in need of care, or both – valid codes are:

- JO — (Youth is alleged to be in the commission of a felony or misdemeanor, city/county, state/federal law violation)
- CINC — Youth is suspected to have been/is being abused and/or neglected or non-juvenile offender behavior (e.g. truancy, runaway, etc.)
- JO/CINC — (Youth has multiple behavior or circumstances involving both JO and CINC)

The revised version will automatically mark the type of intake

based on the information entered into the statute table. Every record must have a 38-1502.

As to the definitions in K.S.A. 38-1502, those categorized by the federal scheme as "non offenders" would be those defined in 38-1502(a)(1), (2), (3), (4), (5) & (11).

Those categorized by the federal scheme as "status offenders" are defined in 38-1502(a)(6),(7), (9), (10) & (12). Those categorized by the federal scheme as "offenders" are defined in 38-1502(a)(8).

**38-1502. Definitions.**

(a) 'Child in need of care' means a person less than 18 years of age who:

(1) Is without adequate parental care, control or subsistence and the condition is not due solely to the lack of financial means of the child's parents or other custodian;
(2) Is without the care or control necessary for the child's physical, mental or emotional health;
(3) Has been physically, mentally or emotionally abused or neglected or sexually abused;
(4) Has been placed for care or adoption in violation of law;
(5) Has been abandoned or does not have a known living parent;
(6) Is not attending school as required by k.s.a. 72-977 or 72-1111, and amendments thereto;
(7) Except in the case of a violation of K.S.A. 41-727, subsection (j) of K.S.A. 74-8810 or subsection (m) or (n) of K.S.A. 79-3321, and amendments thereto, or, except as provided in subsection (a)(12) of K.S.A. 21-4204a and amendments thereto, does an act which, when committed by a person under 18 years of age, is prohibited by state law, city ordinance or county resolution but which is not prohibited when done by an adult;
(8) While less than 10 years of age, commits any act which if done by an adult would constitute the commission of a felony or misdemeanor as defined by K.S.A. 21-3105 and amendments thereto;
(9) Is willfully and voluntarily absent from the child's home without the consent of the child's parent or other custodian;
(10) Is willfully and voluntarily absent at least a second time from a court ordered or designated placement, or a placement pursuant to court order, if the absence is without the consent of the person with whom the child is placed or, if the child is placed in a facility, without the consent of the person in charge of such facility or such person's designee;
(11) Has been residing in the same residence with a sibling or another person under 18 years of age, who has been physically, mentally or emotionally abused or neglected, or sexually abused; or
(12) While less than 10 years of age commits the offense defined in k.s.a. 21-4204a and amendments thereto.

**Process Begin Date/Time**

Identifies the date and the time the intake was initiated – The date and time will be automatically entered when a new intake is requested. These may be overwritten to reflect a paper intake or other type of delayed entry of the intake.

**Process End Date/Time**
Identifies the date and the time the intake was completed – this information is associated with the same fields on the Results – Release/Referral page.

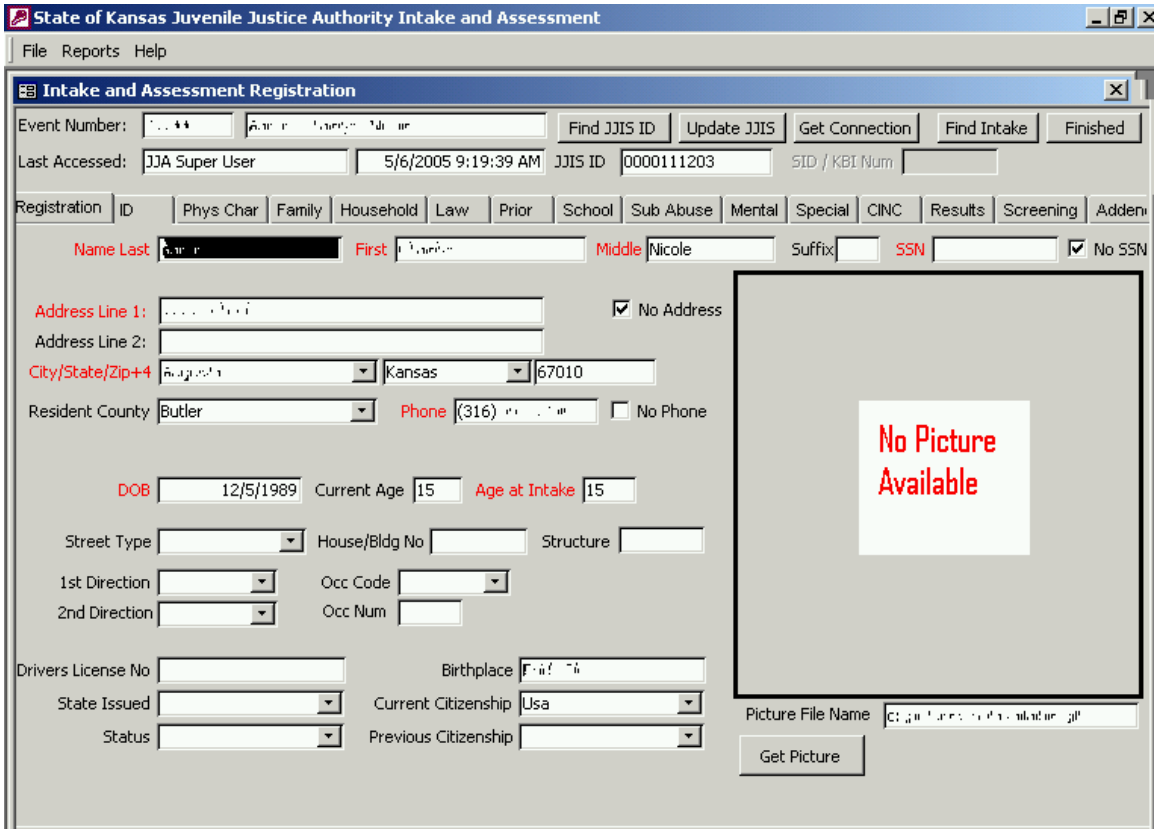
**Approved By**
The name of the supervisor that approved the intake

**Date Approval**
The date the supervisor approved the intake

**Date Released to JJA**
The date the supervisor updated the Juvenile Justice Central Office data warehouse

**Intake Printed Before Approval Indicator**
An indicator stating an intake summary was printed prior to having the intake complete and/or approved

## *ID* _____




**Last Name**
The last name of the youth

**First Name**
The first name of the youth

**Middle Name**
The middle name of the youth. If the youth has none or refuses to provide, enter NMN for No Middle Name or NMI for No Middle Initial.

**Suffix Name**
The suffix name of the youth (Jr., II, etc.)

**Juvenile SSN**
The social security number of the youth – if the youth does not know their SSN or refuse to provide it, mark the No SSN box

**Address Line 1**
The home street address of the youth

**No Address**
Indicate here if the youth refuses to provide an address

**Address Line 2**
A second home street address of the youth (if required)

**City**
The name of the city the youth's home address is located

**State**
The name of the state the youth's home address is located

**ZIP**
The zip code of the youth's home address

**Resident County**
The name of the county the youth's home address is located

**Phone**
The telephone number located at the youth's address – if there is no phone at the resident or the youth refuses to provide one, mark the No Phone box

**No Phone**
Indicate here if the youth has no phone or refuses to provide a phone number

**DOB**
The date of birth of the youth

**Current Age**
The age of the individual calculated based on date of birth (this can also be used to validate the age the youth provides

**Age at Intake**
The age of the individual at the time the intake occurred

**Street Type**
Codes indicating the type of street of the youth's address is located – valid codes are:

- Avenue
- Boulevard
- Circle
- Court
- Drive
- Estate
- Expressway
- Freeway
- Highway
- Junction
- Lane
- Landing
- Park
- Parkway
- Place
- Plaza
- Point
- Ramp
- Road
- Square
- Street
- Terrace
- Turnpike
- Trail

- View
- Way
- Crossing

**Direction**
The direction the street runs that is associated with the youth's street address – valid codes are:

- East
- North
- Northeast
- Northwest
- South
- Southeast
- Southwest
- West

**Occupancy Code**
Describes the type of dwelling the youth provided as a home address – valid codes are:

- Apartment
- Building
- Suite
- Lot
- Room
- Site, space or stall

**House/Building Number**
The house or building number of the home address provided by the youth

**2nd Direction**
If the home address provided by the youth has a second street associated with it, identify the direction the second street runs – valid codes are:

- East
- North
- Northeast
- Northwest
- South
- Southeast
- Southwest
- West

**Occupancy Number**
The number of an apartment, suite, etc. of the youth home building

**Structure**
A suffix attached to a house number indicating some additional fraction to the house number

**Driver's License Number**
The youth's driver's license number (if applicable)

**State Issued**
The State the youth's driver's license was issued

**Driver's License Status**
The status of the youth's driver's license – valid codes are:

- Current
- Expired
- Ref To Answer
- Suspended
- Unknown

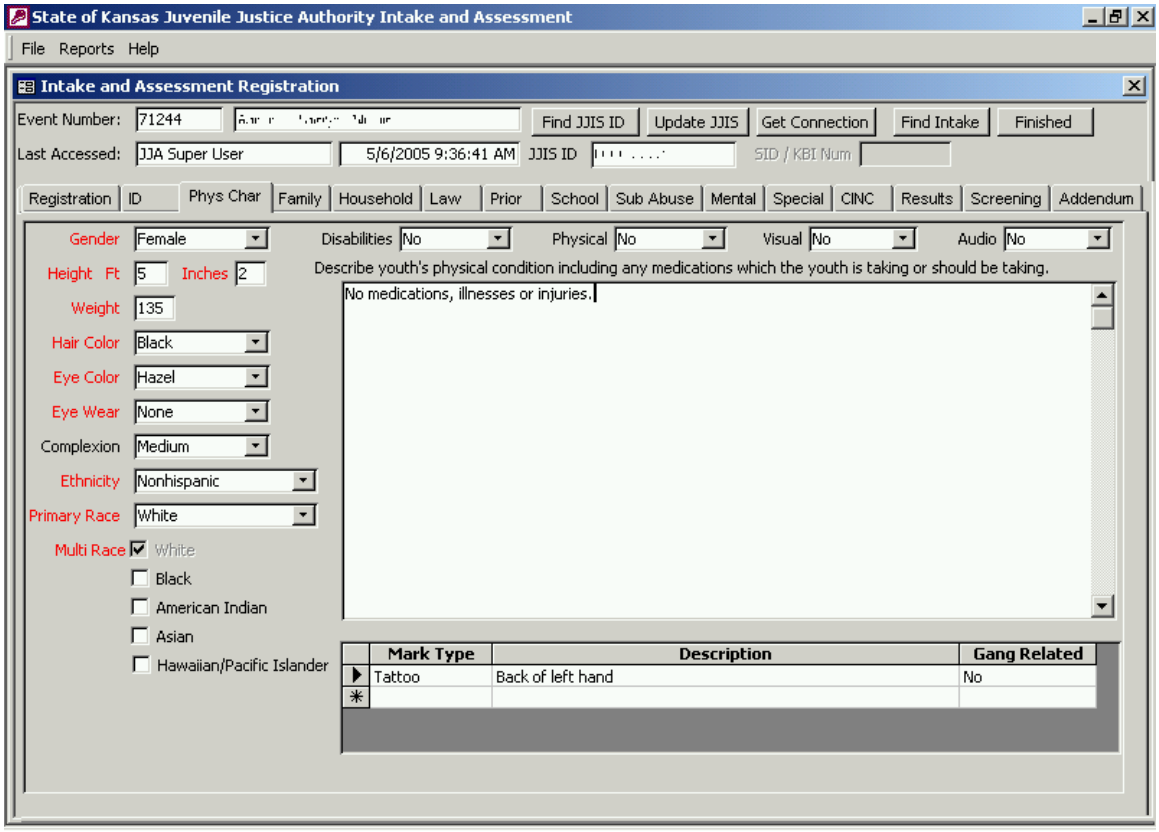
**Birth Place**
The location of the youth's birth place

**Current Citizenship**
Current country of citizenship

**Previous Citizenship**
Previous country of citizenship (if applicable)

**Find Picture**
Provides a tree directory for pointing the application to the address the picture is stored. It is important to not move the picture, or if the picture is moved, to re-establish the location by again using this process

## *PHYSICAL CHARACTERISTICS*

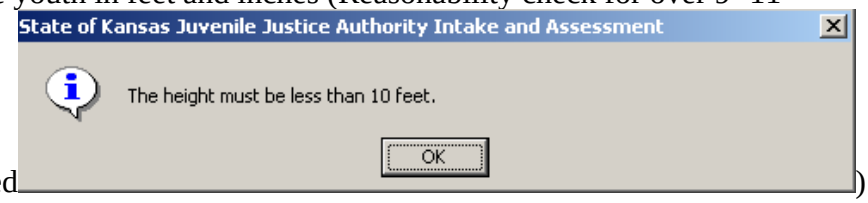



**Gender Code**

The gender of the youth – valid selections are Male or Female

**Person Height Number**

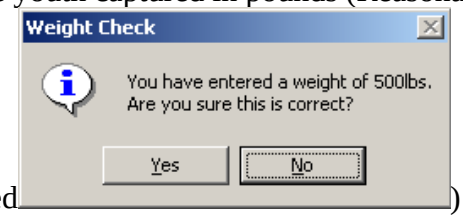
The Height of the youth in feet and inches (Reasonability check for over 9' 11" – message displayed




)

**Person Weight Number**

The weight of the youth captured in pounds (Reasonability check for over 499 pounds – message displayed




)

**Person Disabilities**
Indication if the youth has a disability – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Person Physical Problems**
Indication if the youth has a physical problem – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Person Visual Problems**
Indication if the youth has a visual problem – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Person Audio Problem**
Indication if the youth has an audio problem – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Person Hair Color**
Youth's hair color – valid codes are:

- Black
- Blonde
- Blue
- Brown
- Green
- Grey
- Multi Colored
- Orange
- Purple
- Pink
- Red Auburn
- Sandy
- White
- Other

Eye Color
Eye colors of youth – valid codes are:

- Black
- Blue
- Brown
- Green
- Grey
- Hazel
- Maroon
- Multicolor
- Pink
- Other

**Eye Wear Code Description**
Identifies if the youth uses eyewear – valid codes are:

- Contacts – Color
- Contacts - clear
- Glasses
- None

**Complexion**
Skin complexion of the youth – valid codes are:

- Albino
- Black
- Dark
- Fair
- Light Brown
- Light
- Medium Brown
- Medium
- Olive
- Ruddy
- Sallow
- Yellow

**Ethnicity**
Ethnic group or minority – valid codes are:

- Hispanic — US Citizen/Resident of Spanish/Latin American Descent
- Non-Hispanic — Anyone that is not Hispanic
- Unknown — Unable to determine

**Primary Race**
The youth's primary race code – valid codes are:

- Asian
- Black
- American Indian/Alaskan Native
- Hawaiian/pacific Islander
- Unknown
- White

**Multi-Race**
Identify all races that make the youth to be considered a multi-race. The race code associated with the primary race will be updated on the multi-race.

**Describe youth's physical condition**
Narrative describing the youth's physical condition – Include medication the youth is taking or should be taking – may include hair length, hair description (e.g., curly), and/or facial hair (e.g., beard, mustache, goatee) etc.

**Mark Type Code**
Identifies any physical body mark on the youth – valid codes are:

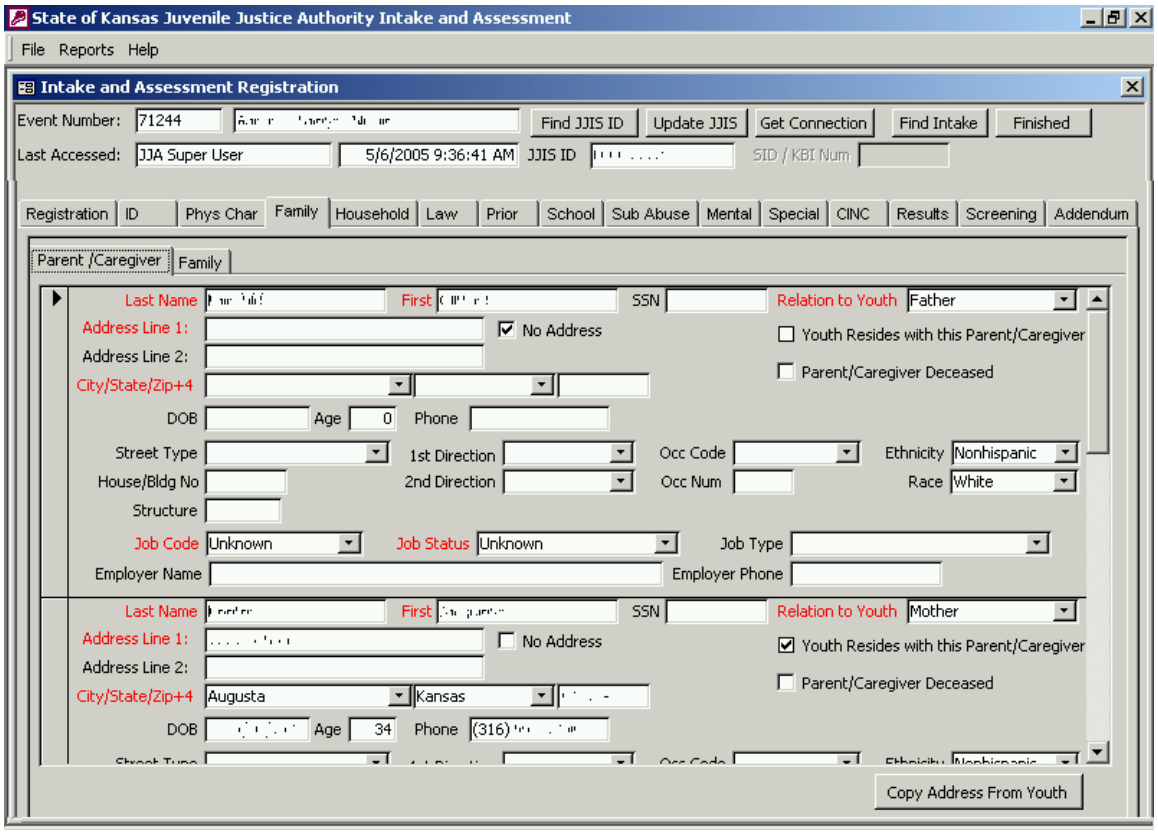
- Birth Mark
- Large Mole
- Piercing
- Scar
- Tattoo

**Description**
Brief description associated with a scars, marks, tattoos code

**Gang Related Mark**
Use only for known gang members. Indicate if there is a specific body mark designating a gang – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

## *FAMILY – PARENT/CAREGIVER*




This screen captures parents, family members, caregivers, significant acquaintances etc., and information associated with them. The screen will scroll down showing either space for entering the next individual or showing the next individual that has been entered. Once all of the required information is captured for an individual the red bar is eliminated. If a new individual is started the red bar field is reset. Again, all fields identified by red for each individual will need to be entered before the red bar is eliminated.

**Last Name**
The last name of the family member and/or caregiver

**First Name**
The first name of the family member and/or caregiver

**Family and/or Caregiver SSN**
The social security number of the family member and/or caregiver

**Relation to Youth**
The relationship of the parent or primary caregiver, or other responsible person(s) with whom the youth resides – valid selections are:

- Aunt
- Adoptive Father
- Adoptive Grandfather
- Adoptive Grandmother
- Adoptive Mother
- Acquaintance
- Brother
- Boyfriend
- Cousin
- Dependent
- Biological Father
- Friend
- Guardian
- Girlfriend
- Biological Mother
- Maternal Grandfather
- Maternal Grandmother
- Other Relative
- Paternal Grandfather
- Paternal Grandmother
- Sister
- SRS Foster Home
- SRS Group Home
- Stepfather
- Stepmother
- Spouse
- Uncle

**Youth Resides with Parent/Caregiver**
This indicator is marked if the youth resides with the individual specified

**Parent/Caregiver Deceased**
Indicates if the person being identified is deceased

**Address Line 1**
The home street address of the youth

**Address Line 2**
A second home street address of the youth (if required)

**City**
The name of the city the youth's home address is located

**State**
The name of the state the youth's home address is located

**ZIP**
The zip code of the youth's home address

**Phone**
The telephone number located at the youth's address – if there is no phone at the resident or the youth refuses to provide one, mark the No Phone box

**DOB**
The date of birth of the youth

**Current Age**
The age of the individual calculated based on date of birth (this can also be used to validate the age the youth provides

**Street Type**
Codes indicating the type of street of the youth's address is located – valid selections are:

- Avenue
- Boulevard
- Circle
- Court
- Drive
- Estate
- Expressway
- Freeway
- Highway
- Junction
- Lane
- Landing
- Park
- Parkway
- Place
- Plaza
- Point
- Ramp
- Road
- Square
- Street
- Terrace
- Turnpike
- Trail
- View
- Way
- Crossing

**Direction**
The direction the street runs that is associated with the youth's street address – valid selections are:

- East
- North
- Northeast
- Northwest
- South
- Southeast
- Southwest
- West

**Occupancy Code**
Describes the type of dwelling the youth provided as a home address – valid selections are:

- Apartment
- Suite
- Room
- Building
- Lot
- Site, space or stall

**House/Building Number**
The house or building number of the home address provided by the youth

**2nd Direction**
If the home address provided by the youth has a second street associated with it, identify the direction the second street runs – valid selections are:

- East
- North
- Northeast
- Northwest
- South
- Southeast
- Southwest
- West

**Occupancy Number**
The number of an apartment, suite, etc. of the youth home building

**Structure**
A suffix attached to a house number indicating some additional fraction to the house number8

**Ethnicity**
The individual's primary ethnic background – valid selections are:

- Hispanic
- Non-Hispanic
- Unknown

**Race**
The individual's primary race code – valid selections are:

- Asian
- American Indian/Alaskan Native
- Unknown
- Black
- Hawaiian/pacific Islander
- White

**Job Code**
Description of employment type – valid selections are:

- Disabled
- Retired
- Unknown
- Employed
- Self-Employed
- Volunteer
- Refuse To Answer
- Unemployed

**Job Status**
Employment Status – valid selections are:

- More Than 1 Job
- Previously Employed
- Unknown
- Full Time
- Part Time
- Never Employed
- Refuse To Answer

**Job Type**
The classification of the job currently engaged – valid selections are:

- Agriculture Processing
- Construction Work
- Military
- Professional, technical, managerial
- Service Occupation
- Agriculture
- Machine Trade
- None
- Refuse To Answer
- Unknown
- Clerical & Sales
- Mechanics
- Other
- Student

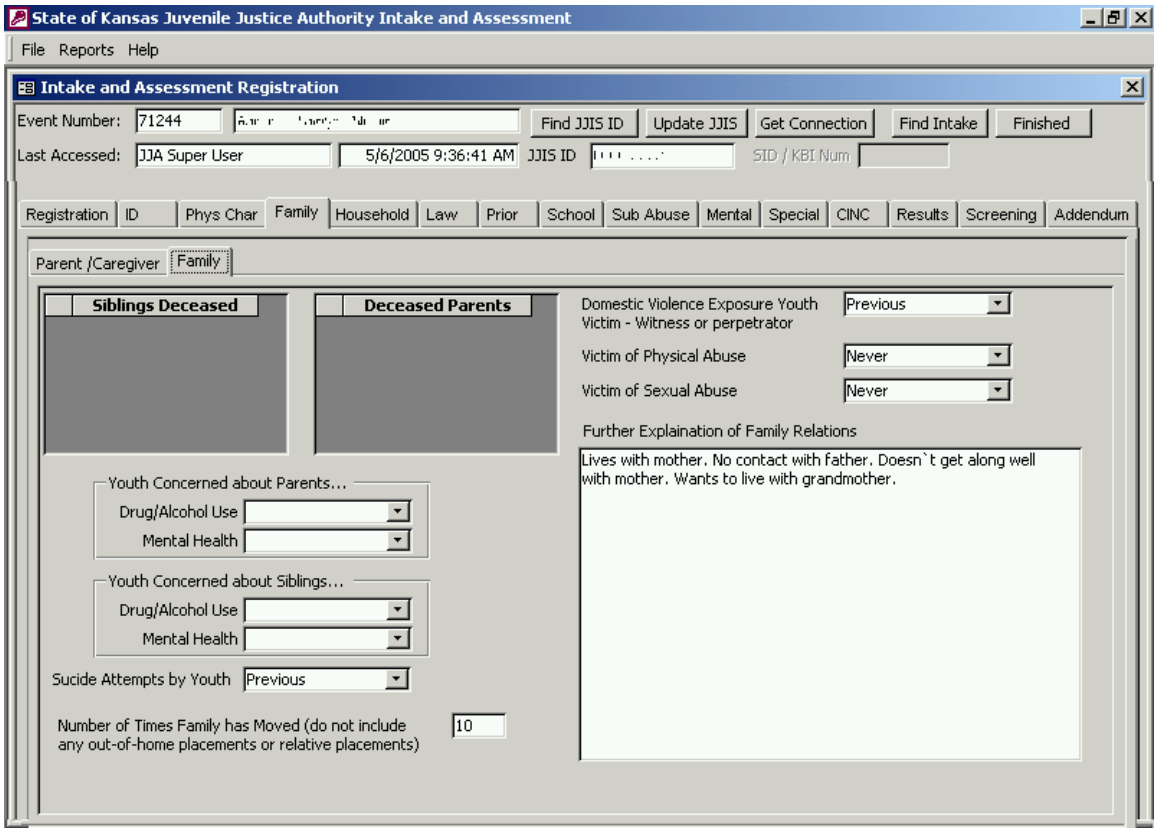
**Employer Name**
Place of employment by youth

**Employer Phone**
Phone number where the youth can be reached while working

**Copy Address From Youth**

Copies the address from the youth screen (ID Tab)

## *FAMILY – FAMILY*




**Siblings Deceased**
This provides an easy review of the siblings that were marked deceased on the previous screen. This field does not support data entry, provides a view only.

**Parents Deceased**
This provides an easy review of the parents that were marked deceased on the previous screen. This field does not support data entry, provides a view only.

**Youth Concern About Parent Drug and/or Alcohol Usage**
Identifies the level of the youth's concern regarding their parents drug and/or alcohol usage – valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**Youth Concern About Parent Mental Health**
Identifies the level of the youth's concern regarding their parents mental health – valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**Youth Concern About Sibling(s) Drug and/or Alcohol Usage**
Identifies the level of the youth's concern regarding their sibling(s) drug and/or alcohol usage – valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Youth Concern About Sibling(s) Mental Health**
Identifies the level of the youth's concern regarding their sibling(s) mental health – valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Domestic Violence Exposure**
Identifies the youth's exposure to domestic violence as a victim, witness, perpetrator – valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Victim of Physical Abuse**
Identifies if the youth has/is a victim of physical abuse – valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Victim of Sexual Abuse**
Identifies if the youth has/is a victim of sexual abuse – valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Suicide Attempts by Youth**
Indicates if the youth has made suicide attempts – valid codes are:

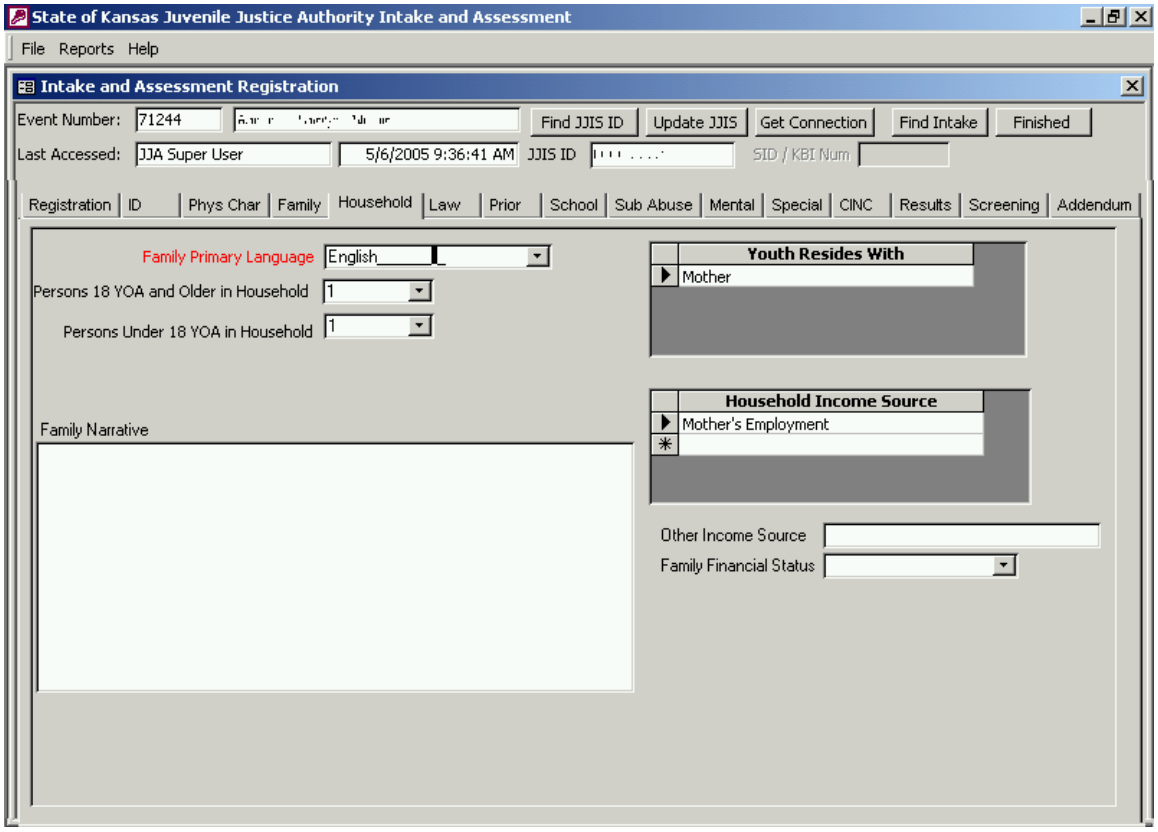
- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Family Movement**
Number of Times Family has Moved (not including any out-of-home placements or relative placements)

**Further Explanation of Family Relations**

Narrative of additional explanation regarding family relations

## *HOUSEHOLD*




**Primary Language**

Record the primary language spoken in the home. If the language does not exist, type it in and the application will allow the addition of the language for future access.

**Persons 18 YOA and Older in Household**

Record the numbers of people residing with the youth in the household that are 18 years of age and/or older – valid selections are:

- None
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- More Than 10
- Unknown
- Refuse To Answer

**Persons Under than 18 YOA in Household**

Record the number of people residing with the youth in the household that are under 18 years of age – valid selections are:

- None
- 1
- 2
- 3
- 4
- 5
- 6
- 7

- 8
- 9
- 10
- More Than 10
- Unknown
- Refuse To Answer

**Youth Resides With**
This provides an easy review of those that reside with the youth. The displays are those individuals that were flagged as residing with the youth on the Family Parent/Caregiver page. This field does not support data entry, provides a view only.

**Household Income Source**
This indicates the source of the family / income. Pick as many as are required – valid selections are:

- Child Support
- SSI Death Benefits
- Father's Employment
- HealthWave
- Mother's Employment
- Other Adult's Employment
- Parent's Employment
- Student Loan
- Unknown
- Worker's Compensation
- TAF (Temporary Assistance to Families)
- SSI Disability Benefits
- Food Stamps
- Medicaid
- None
- Other Support
- Refuse To Answer
- Unemployment
- Veterans Benefits

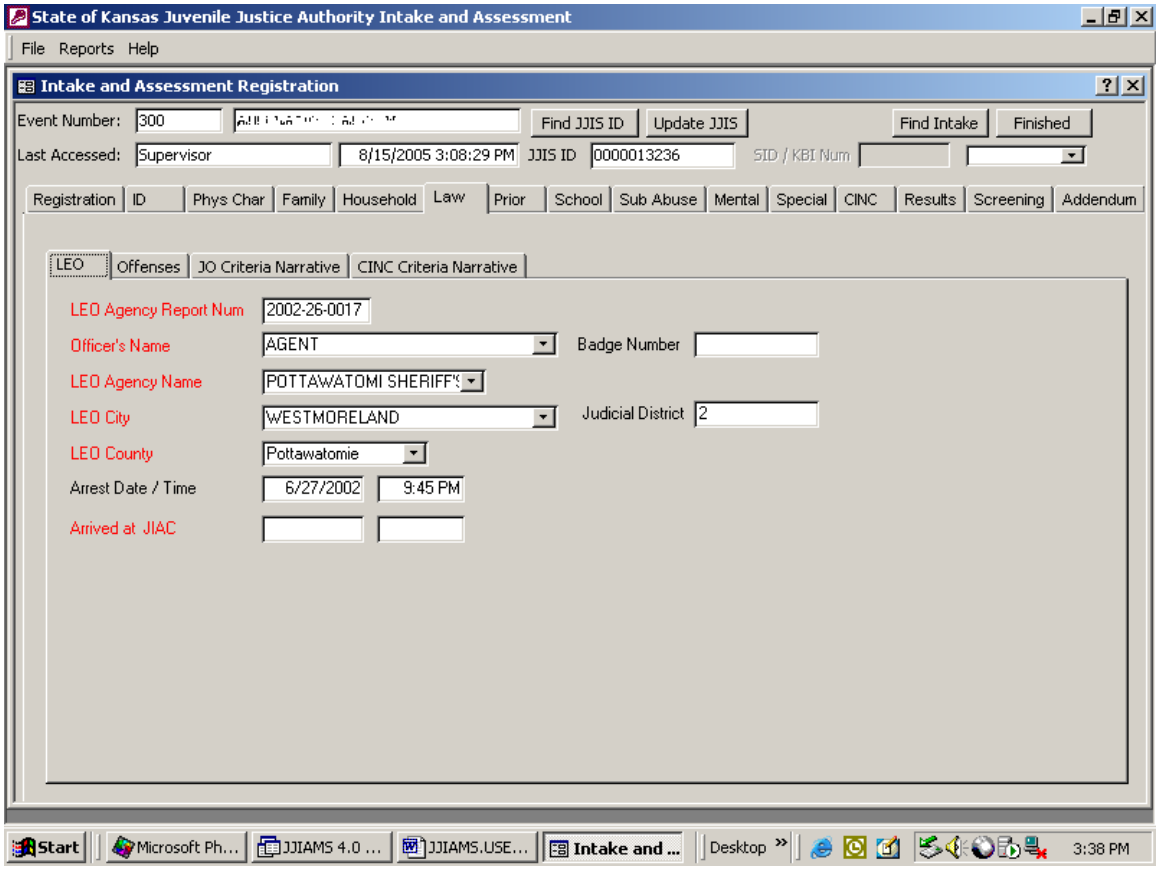
**Other Income Source**
Capture sources of income other than those identified under Household Income Source.

**Family Financial Status**
Identify the financial income of the family as an annual amount – valid selections are:

- 0 - 9,999
- 10,000 - 14,999
- 15,000 - 19,999
- 20,000 - 24,999
- 25,000 - 29,999
- 30,000 - 34,999
- 35,000 - 39,999
- 40,000 - 44,999
- 45,000 - 49,999
- 50,000 - 59,999
- 60,000 - 69,999
- 70,000 & More
- None
- Refuse To Answer
- Unknown

**Family Narrative**
Intake workers summary of family information

## *LAW - LEO*




**LEO Agency Report Number**
Report or case number from the law enforcement officer

**Officer's Name**
Name of the officer who wrote the report

**Agency Name**
The name of the law enforcement agency that performed the arrest and/or brought the child to the intake center

**Badge Number**
Badge number of the officer (optional)

**LEO City**
The name of the city the law enforcement agency is associated

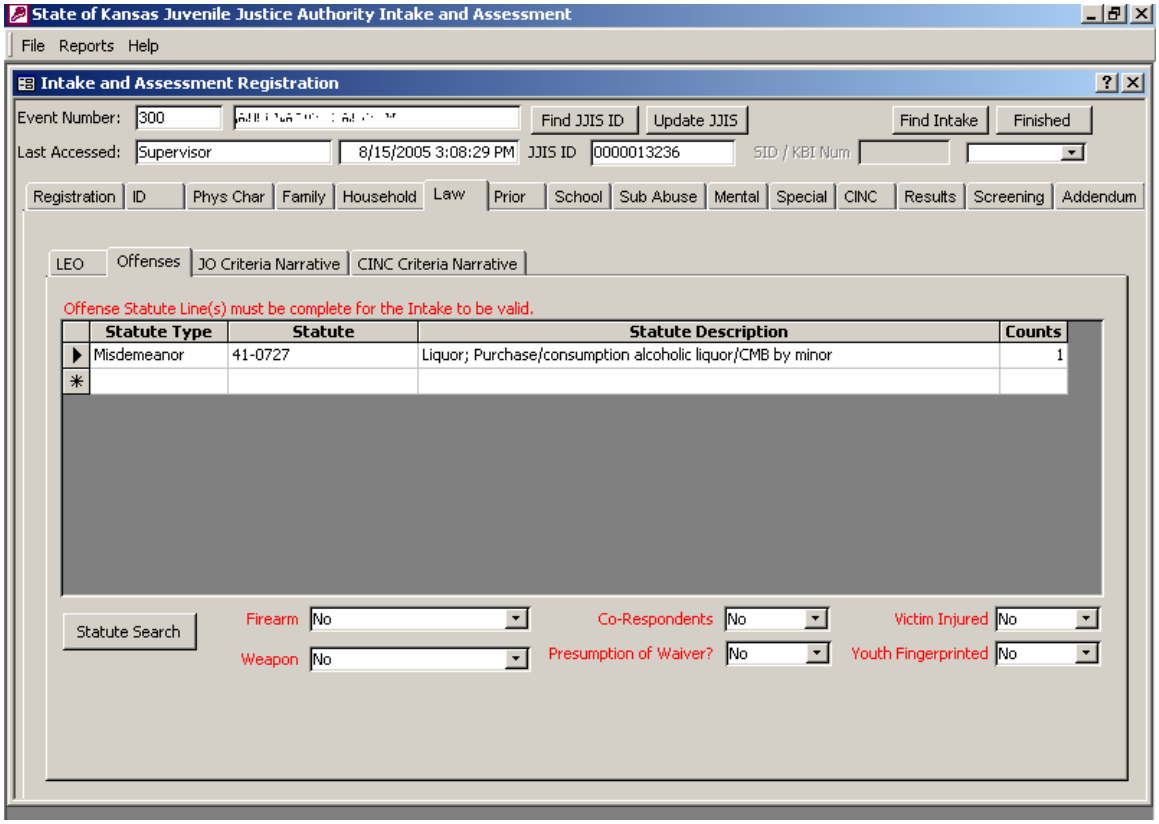
**LEO County**
The name of the county the law enforcement agency is associated

**Judicial District**
The Judicial District number the law enforcement agency is associated with

**Arrest Date / Time**
Date and time of arrest

**Arrived at JIAC**
The date and time the juvenile or child arrived at the intake center (this information is for performing analysis addressing the amount of time taken to address the intake)

## *LAW - OFFENSES*

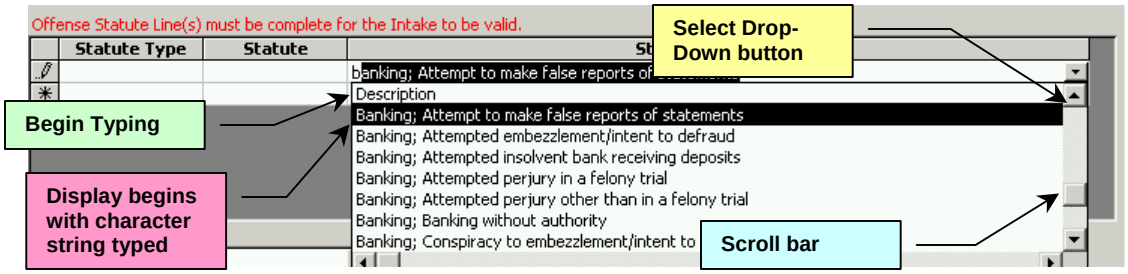



**Statute Type**
Type of law statute the youth is being charged with – Misdemeanor or Felony

**Statute Number**
The specific statute number of the law the youth is being charged. The Statute Description will be automatically filled in after the statute number is entered.

**Statute Description**
The description of the specific statute number of the law the youth is being charged. The Statute Number will be automatically filled in after the statute description is entered. A partial entry of the first few characters will open the drop-down selection for quicker access.

As an example, begin by selecting the drop-down to display the description. Then enter the letter "b" and the display jumps to begin displaying a description that begins with the letter "b". Continue typing to further filter. Once a letter is entered that does not meet the character set entered the display will begin back at the beginning. The user may scroll the drop-down anytime it is displayed.




Note: If an entry is started but a decision is then to delete the entry, place the cursor on the left box that shows an arrowhead and press the left-button on the mouse. This will highlight the entire line. Press the delete key to remove the entry.

**Counts**
Indicate the number of counts associated with the offense

**Firearm**
Indicate if the youth had a firearm in their possession at time of being taken into custody – valid codes are:

- No
- In Other Youth's Possession
- Yes
- Unable To Determine

**Weapon**
Indicate if the youth had other weapons in their possession at time of being taken into custody – valid codes are:

- No
- In Other Youth's Possession
- Yes
- Unable To Determine

**Co-Respondents**
Identify if there are co-respondents – valid codes are:

- No
- Yes
- Unknown

**Presumption of Waiver**
Indicates if the youth will be processed as an adult – valid codes are:

- No
- Yes
- Unknown

**Victim Injured**
Indicates if the victim was injured – valid codes are:

- No
- Yes
- Unknown

**Fingerprinted**
Indicates if the youth's fingerprints were captured for a felony, A & B misdemeanor, or class C assault – valid codes are:

- No
- Yes
- Unknown

Note: The date of birth of the juvenile or youth will need to be entered prior to the selection of a statute. If the juvenile is over 10 years of age the statute 38-1502(a)(8) and if there are no other 38-1502 statutes selected either a misdemeanor and/or a felony will need to be selected.

For a child in need of care, select one of the following:
38-1502(a)(1) 'Child in need of care' means a person less than 18 years of age who is without adequate parental care, control or subsistence and the condition is not due solely to the lack of financial means of the child's parents or other custodian

38-1502(a)(2) 'Child in need of care' means a person less than 18 years of age who is without the care or control necessary for the child's physical, mental or emotional health

38-1502(a)(3) 'Child in need of care' means a person less than 18 years of age who has been physically, mentally or emotionally abused or neglected or sexually abused

38-1502(a)(4) 'Child in need of care' means a person less than 18 years of age who has been

38-1502(a)(5) 'Child in need of care' means a person less than 18 years of age who has been abandoned or does not have a known living parent

38-1502(a)(6) 'Child in need of care' means a person less than 18 years of age who is not attending school as required by K.S.A. 72-977 or 72-1111, and amendments thereto

38-1502(a)(7) 'Child in need of care' means a person less than 18 years of age who except in the case of a violation of K.S.A. 41-727, subsection (j) of K.S.A. 74-8810 or subsection (m) or (n) of K.S.A. 79-3321, and amendments thereto, or, except as provided in subsection (a)(12) of K.S.A. 21-4204a and amendments thereto, does an act which, when committed by a person under 18 years of age, is prohibited by state law, city ordinance or county resolution but which is not prohibited when done by an adult

38-1502(a)(8) 'Child in need of care' means a person less than 18 years of age who while less than 10 years of age, commits any act which if done by an adult would constitute the commission of a felony or misdemeanor as defined by K.S.A. 21-3105 and amendments thereto

38-1502(a)(9) 'Child in need of care' means a person less than 18 years of age who is willfully and voluntarily absent from the child's home without the consent of the child's parent or other custodian

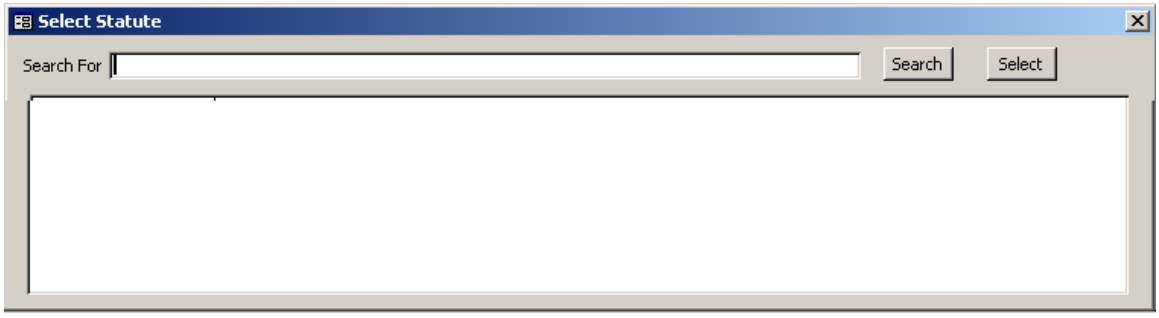
38-1502(a)(10) 'Child in need of care' means a person less than 18 years of age who is willfully and voluntarily absent at least a second time from a court ordered or designated placement, or a placement pursuant to court order, if the absence is without the consent of the person with whom the child is placed or, if the child is placed in a facility, without the consent of the person in charge of such facility or such person's designee

38-1502(a)(11) 'Child in need of care' means a person less than 18 years of age who has been residing in the same residence with a sibling or another person under 18 years of age, who has been physically, mentally or emotionally abused or neglected, or sexually abused

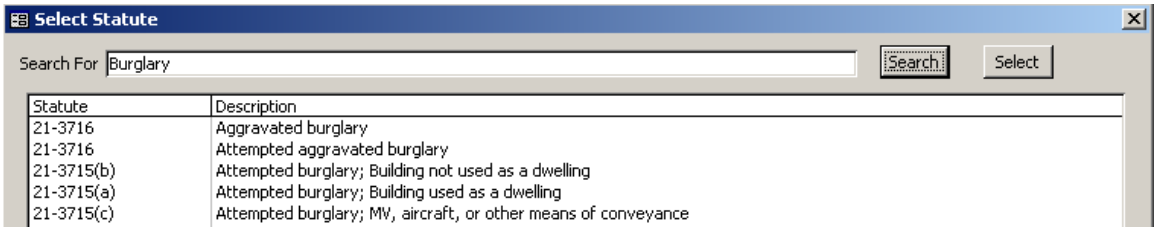
38-1502(a)(12) 'Child in need of care' means a person less than 18 years of age who while less than 10 years of age commits the offense defined in K.S.A. 21-4204a and amendments thereto

**Statute Search**

This process can be used for searching for a specific statute that contains key-word(s). Initiate the process by selecting the button. This will display:



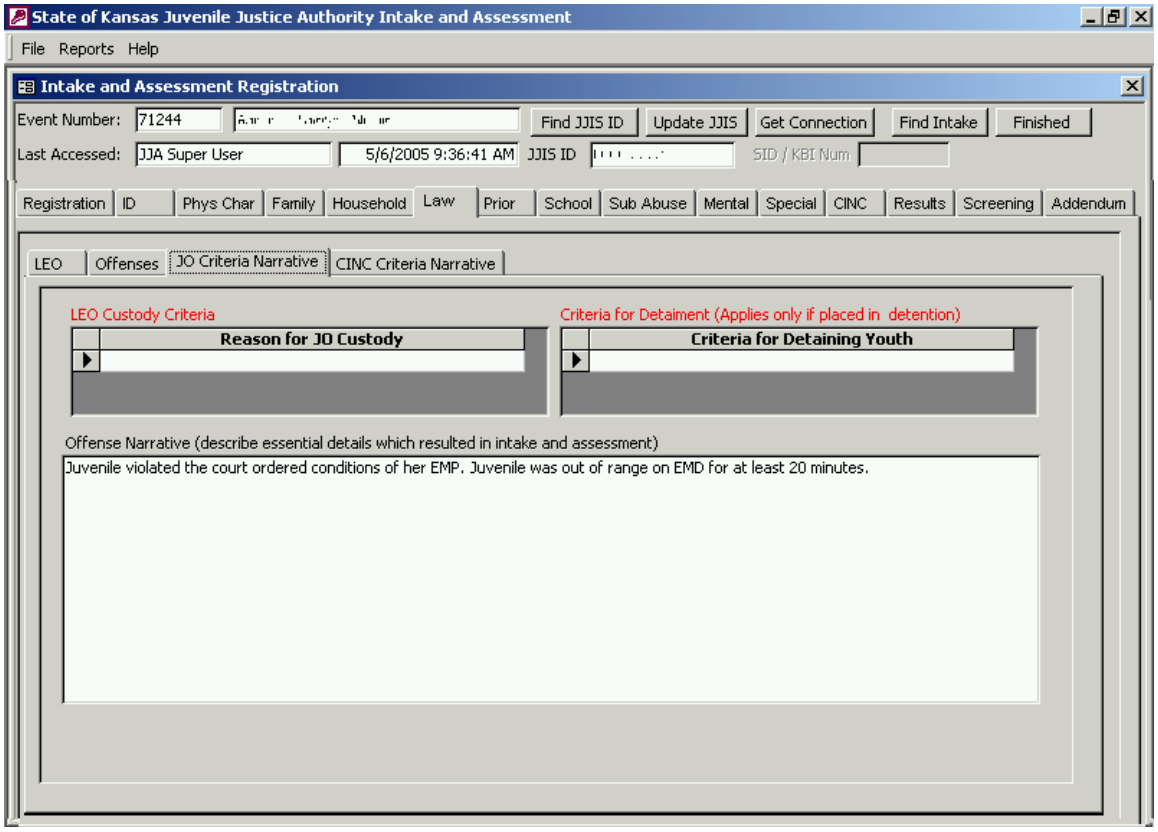

Select a key word for the statute searching for – select the Search button




Select the desired statute – position the cursor on the line and click the left mouse button – this will highlight the statute – then select the Select button to place the statute as the offense.

Note: Use Statute 38-1666 for probation violation – Offender status

## *LAW – JO CRITERIA NARRATIVE*




This tab becomes required if the statute selected identifies an offense as an offender

**LEO Custody Criteria**
Criteria or reason the youth was taken into custody – valid reasons are:

- Absent from home without consent
- LEO/CSO possesses a court order
- Caregiver refuses custody
- LEO believes youth to be a CINC and leaving youth at residence would bring harm
- LEO/CSO believes a court order exists
- LEO has probable cause to believe youth a missing person from another state
- Other

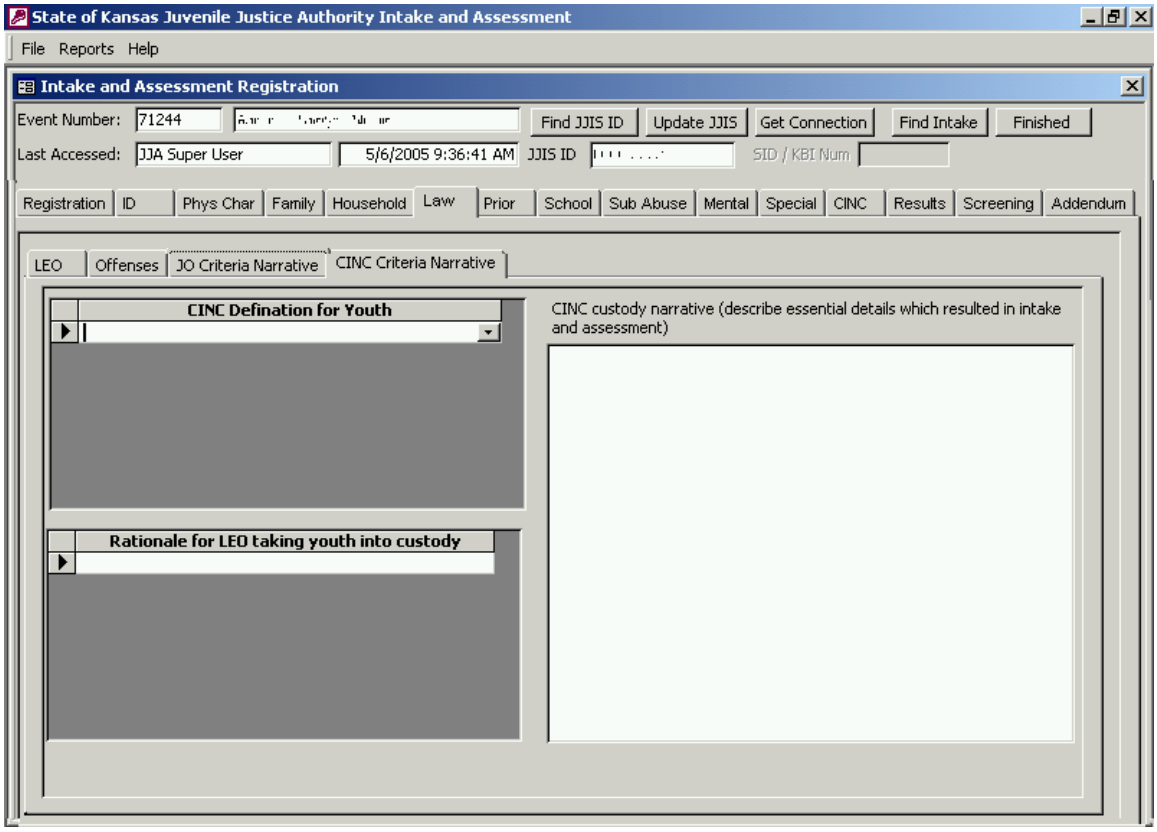
**Criteria for Detainment (Applies only if placed in detention)**
Criteria or reason the youth was detained – valid reasons are:

| | |
|---|---|
| • Awaiting Court On Felony | The youth is awaiting court action on another offense which if committed by an adult would |

| | |
|---|---|
| | constitute a felony |
| • Adj One Or More Felony Offenses | The youth has a record of adjudication or conviction of one or more offenses which if committed by an adult would constitute felonies |
| • Arrested For Serious Felony | The youth is alleged to have committed an offense which if committed by an adult would constitute a class A, B or C felony if committed prior to July 1, 1993, or would constitute an off grid felony, a nondrug severity level 1,2,3,4,5,6, or 7 felony or drug level 1,2 or 3 felony if committed on or after July 1, 1993, or would constitute a crime described in article 35 of chapter 21 of the Kansas Statutes Annotated. |
| • Exhibited Assaultive/destructive Behavior | The youth exhibited seriously assaultive or destructive behavior at the time of being taken into custody and continued such behavior after taken into custody. |
| • Exhibited Self-destructive Behavior And Behavior Continued | The youth exhibited self-destructive behavior at the time of being taken into custody and continued such behavior after taken into custody. |
| • Expelled From Non-secured Facility On Current Offense | The youth is a juvenile offender who has been expelled from placement in a nonsecure facility as a result of the current alleged offense |
| • Fugitive | There is oral or written verification that the youth is a fugitive sought for an offense in another jurisdiction or that the youth is currently an escapee from a juvenile detention facility |
| • History Of Violent Behavior | The youth has a history of violent behavior toward others |
| • Not Detained | Released to parent, guardian, other |
| • Other Including Local Criteria | The youth has been arrested by any court services officer or juvenile community correction officer pursuant to subsection (b) of K.S.A 38-1624 and amendments thereto. |
| • Record Of FTA Probable Cause | The youth has a record of failure to appear in court or there is a probable cause to believe that the youth will flee the jurisdiction of the court |

**Offense Narrative**
Narrative of the essential details which resulted in intake and assessment

## *LAW – CINC CRITERIA NARRATIVE*




This tab becomes required if the statute selected identifies an offense as an non-offender

**CINC Definition for Youth**
Identify the CINC definition for this youth – valid reasons are:

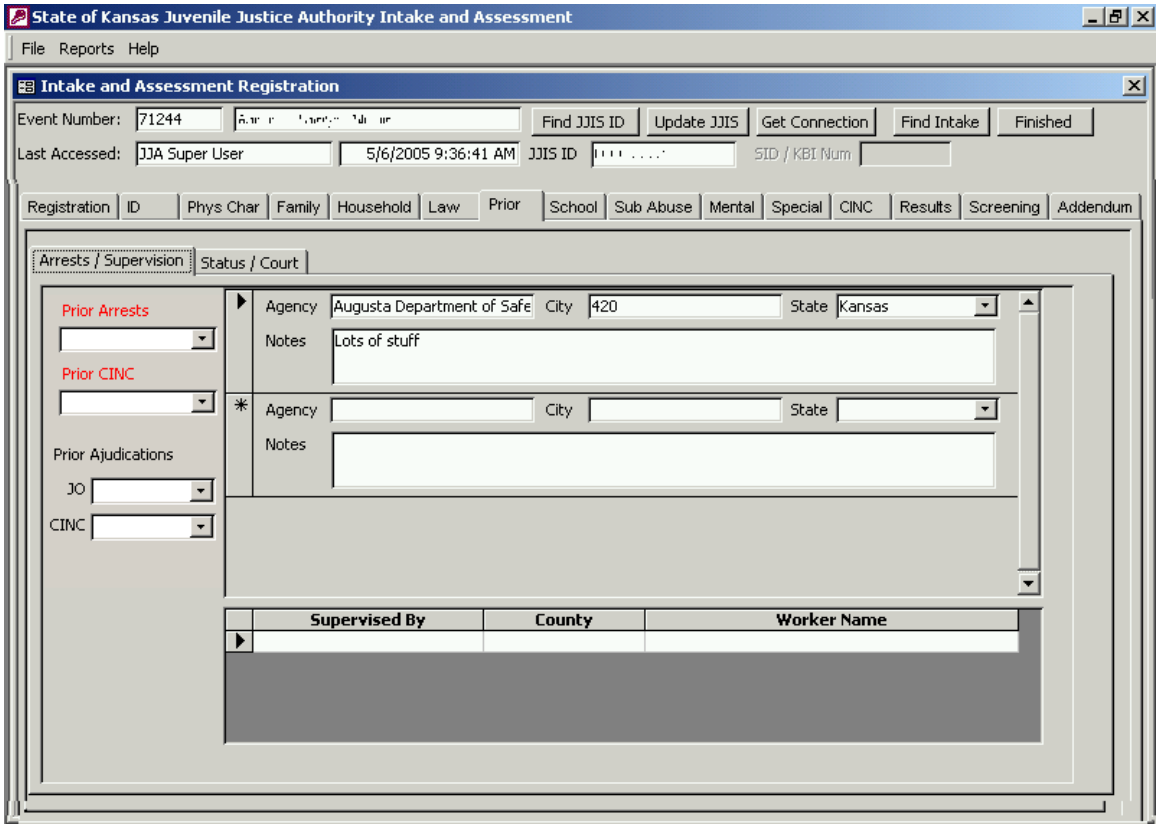
- Absent 2nd X From Court Ordered Placemen
- Abandoned Or No Living Parent
- Absent From Home W/o Consent
- Commits Status Offense Except Exclusions
- Not Attending School
- Physical Abuse/neglect, Mental, Emotional
- Placed For Care Or Adoption Unlawfully
- Same Residence As Victim Of Abuse/negligence
- Under 10 And Commits Misdemeanor Or Felony
- W/O Parental Care No Financial Means
- W/O Parental Care Physical, Mental, Emotional

**Rational for LEO Taking Youth into Custody**
Rational the LEO used for taking the youth into custody - – valid reasons are:

- Absent From Home Without Consent
- LEO/CSO Possesses A Court Order
- Caregiver Refuses Custody
- Other
- LEO Believes Youth A CINC And Leaving Youth
- LEO/CSO Believes A Court Order Exists
- LEO Has Probable Cause To Believe Youth

**CINC Custody Narrative**
Describe all essential details that resulted in the youth participating in the intake and assessment process.

## *PRIOR – ARREST/SUPERVISION*




**Prior Arrests**
Indication if the youth has had prior arrests – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Prior CINC**
Indication if the youth has been picked up on prior CINC – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Prior JO Adjudications**
Indication if the youth has had prior juvenile offense adjudications – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Prior CINC Adjudications**
Indication if youth has had CINC adjudications – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Arrests – Agency Name**
The name of law enforcement agency responsible for the prior arrest(s)

**Arrests – City**
The name of city the prior arrest(s) was made

**Arrests – State**
The state identification where the prior arrest(s) was made

**Arrests – Notes**
Narrative describing relative information regarding the prior arrest(s)

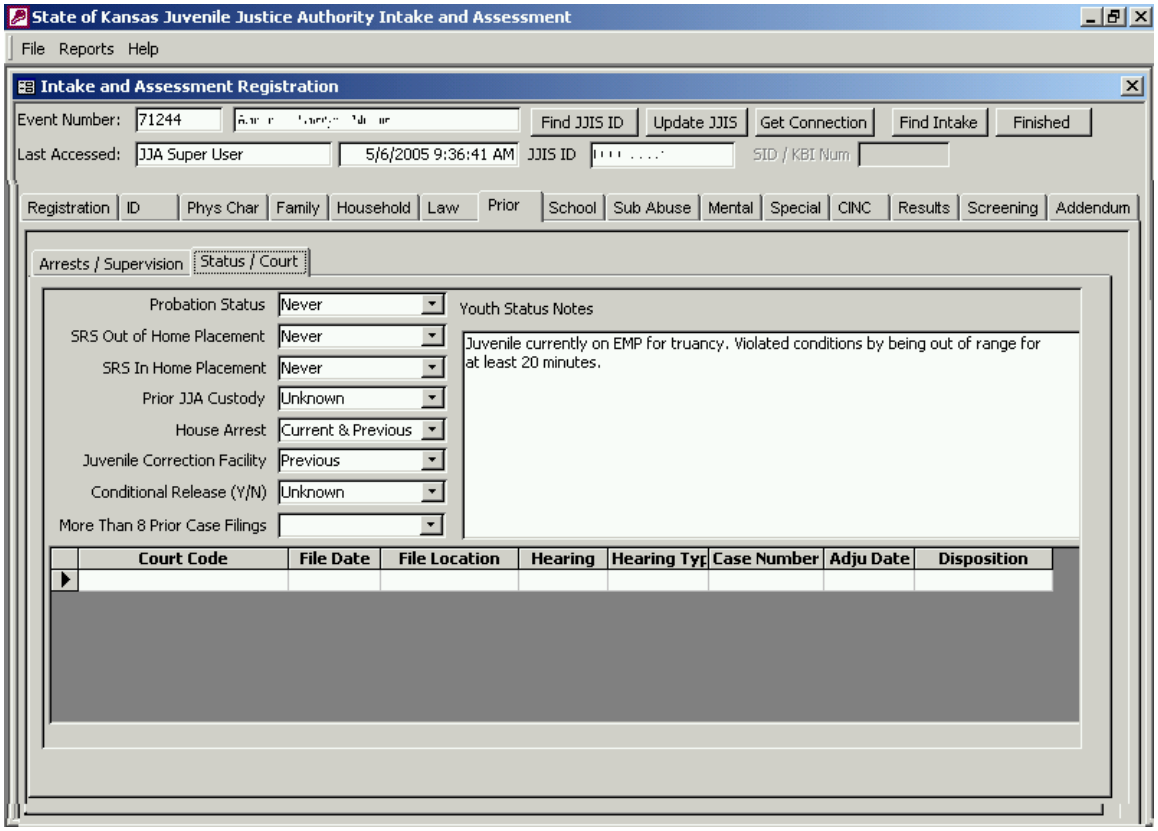
**Supervised By**
Organization responsible for supervision

- Community Corrections
- Court Services
- Not Currently Supervised
- Out Of State
- Other In State
- Ref To Ans
- SRS Custody
- SRS Non Custody
- Unknown

**County of Supervision**
Organization responsible for supervision (see County)

**Workers Name**
Name of the worker associated with the organization that is performing the supervision

## *PRIOR – STATUS/COURT*




**Probation Status**
Indicates if the youth is now /or has been on probation – valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**SRS out-of-home**
Indicates if the youth is now/or has been an SRS out-of-home placement – valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**JJA Custody**
Indicates if the youth is now/or has been the in the custody of JJA – valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**House Arrest**
Indicates if the youth is now/or has been on house arrest – valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**Juvenile Correctional Facility**
Indicates if the youth is now/or has been in a juvenile correctional facility – valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**Conditional Release**
Indicates if the youth is now/or has been on conditional release – valid codes are:

- No
- Unknown
- Refuse To Answer
- Yes

**More than 8 Prior Filings**
Indicates if the youth has had more than 8 prior case filings – valid codes are:

- No
- Unknown
- Refuse To Answer
- Yes

**Youth Status Notes**
Narrative information providing more information regarding the youth's status

**Court Code**
Identifies the type of court record – valid selections are:

- CINC Abuse
- JO Felony Non-person
- Misdemeanor Non-person
- Other
- CINC NAN
- JO Felony Person
- Misdemeanor Person
- JO Felony Drug
- Misdemeanor Drug
- None

**File Date**
Identifies the date the case was filed with the court

**File Location**
Identifies jurisdiction of the case filing

**Disposition Code**
Identifies charges that were dismissed by the court:

| | |
|---|---|
| • Dismissed | Charges dismissed by court |
| • Diversion | An agreement with prosecutor to divert from court |
| • Informal Supervision | Unsupervised probation |
| • Not Applicable | |
| • Placement | Youth removed from home |
| • Probation | Supervised by court services or community corrections |
| • Refuse To Answer | |
| • Unknown | |

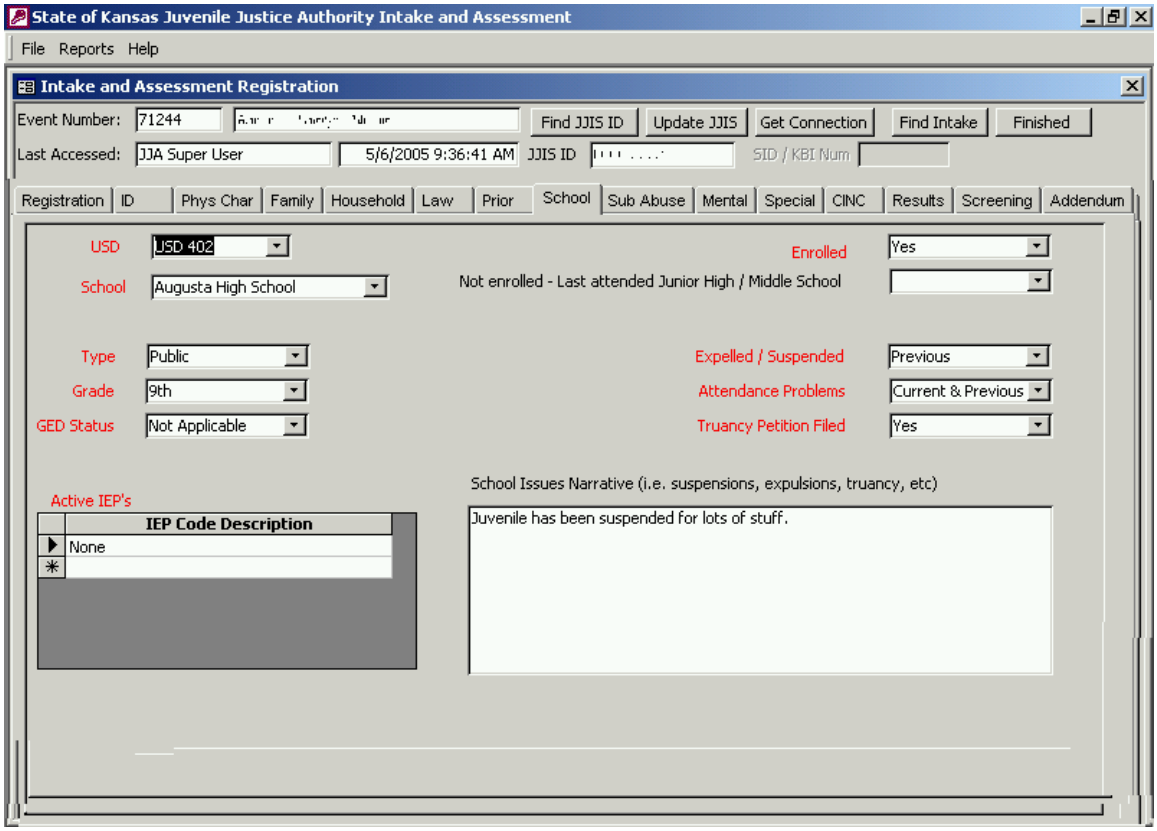
**Hearing Date**
The date of the hearing occurred or will occur hearing

**Hearing Type**
The type of hearing that will be conducted

**Case Number**
Court case number

**Adjudication Date**
Date case was adjudicated

## *SCHOOL*




**USD**
Unified School District where the Youth's school is located

**School**
The name of the school the youth attends/attended

**TYPE**
Identify the type of school the youth is attending – valid selections are:

- Alternative School
- Private
- GED
- Public
- Home School
- Refuse To Answer
- None
- Unknown

**Grade**
Last grade completed by the youth – valid selections are:

- Preschool
- 3rd
- 8th
- Headstart
- 4th
- 9th
- Kindergarten
- 5th
- 10th
- 1st
- 6th
- 11th
- 2nd
- 7th
- 12th

- Post Hs
- Not Applicable

**Enrolled**
Identifies the status of youth's attendance with school – valid selections are:

- Dropout
- No
- Refuse To Answer
- Summer Break
- Unknown
- Yes

**Not Enrolled**
The youth is not currently enrolled and last attended Jr. High/ Middle School – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**GED Status**
Identify if the youth is involved with GED – valid codes are:

- Completed
- In Progress
- Not Applicable
- Refuse To Answer
- Unknown

**Expelled/Suspended**
Identify if the youth has been expelled and/or suspended – valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Attendance Problems**
Identify if the youth has school attendance problems – valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Truancy Petition Filed**
Indicate if a petition due to truancy has been filed – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Active IEP Code**
Identify all Individualized Education Plan Codes (all that apply) – valid selections are:

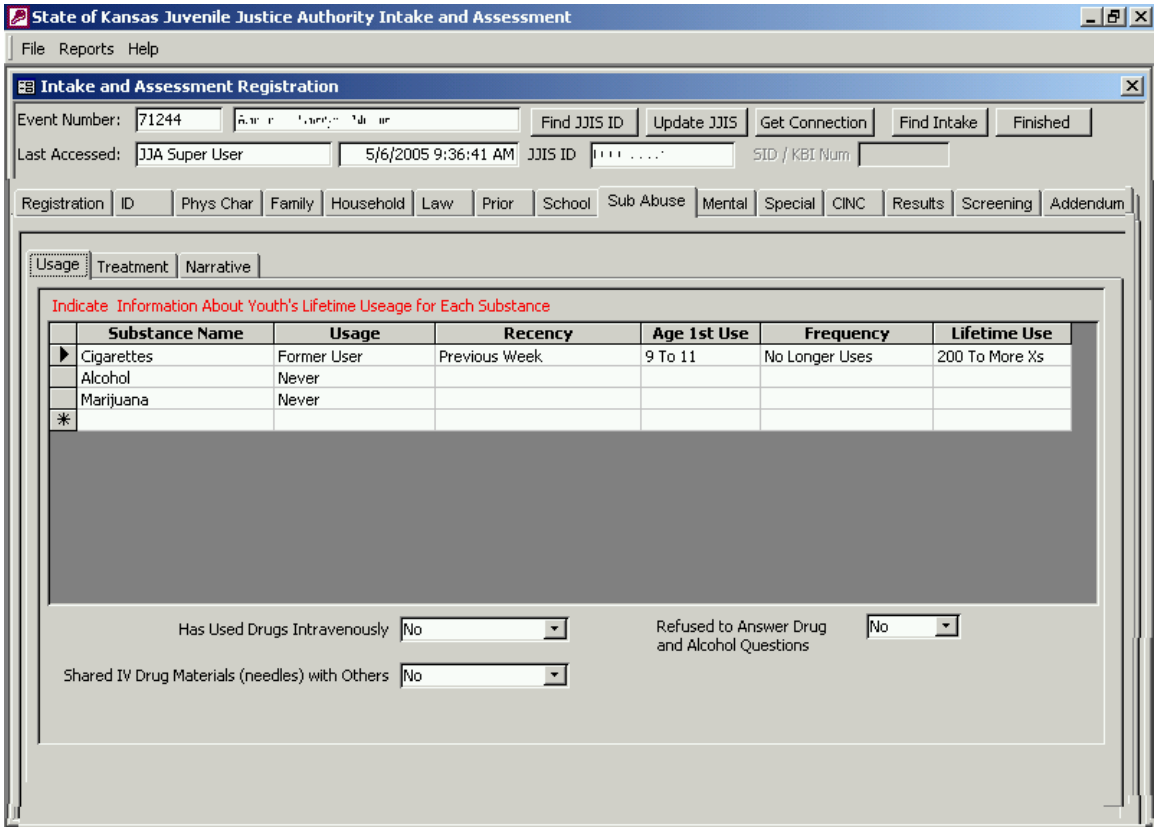
- Behavior Disorder
- Gifted
- Hearing Impaired
- Learning Disabled
- Mental
- None

- Other
- Early Childhood Special Education
- Visual Impairment
- Retardation
- Refuse To Answer
- Traumatic Brain Injury
- Speech/language
- Unknown

**School Issue Narrative**

Provide a narrative of school issues the youth has (i.e. suspensions, expulsions, truancy, etc.)

## *SUBSTANCE ABUSE - USAGE*




**Substance Name**

The name of substance the youth has used - valid selections are:

- Alcohol
- Cigarettes
- Cocaine
- Crack
- Heroin
- Ecstasy
- Inhalants
- Lsd
- Marijuana
- Methamphetamines
- Mushrooms
- Opium
- Other Drugs (e.g. MPTP, Chrome White)
- Other Hallucinogens (e.g. Psilocybin, DMT, etc.)
- Pain Killers
- PCP
- Psychoactive
- Prescription Analgesics
- Prescription Sedatives
- Prescription Stimulants
- Prescription Tranquilizers
- Smokeless Tobacco
- Steroids
- WET

Note: Alcohol, Cigarettes, and Marijuana are required to be answered. If the usage is never, the remaining fields are filled in as Never – otherwise the remaining fields will be required to be entered

**Usage**
Indicates the type of usage the youth is using the substance – valid codes are:

- Current User
- Former User
- Never
- Refuse To Answer
- Tried It
- Unknown

**Recency**
Identifies how recent the youth has taken the substance - valid selections are:

- Previous 24 Hours
- Previous Two Week
- Previous Three Month
- Previous 48 Hours
- Previous Six Month
- Never
- Previous Month
- Previous Week
- Previous Year
- Refuse To Answer
- Unknown
- Greater Than One Year

**Age 1st Use**
Identifies the age the youth was when they first used a substance - valid selections are:

- 0 to 8
- 9 To 11
- 13
- 14
- 15
- 16
- 18
- Refuse To Answer
- Unknown

**Lifetime Usage**
Identify the youth's lifetime usage of the substance - valid selections are:

- 1 Or 2 Xs
- 3 To 5 Xs
- 6 To 10 Xs
- 11 To 49 Xs
- 50 To 99 Xs
- 100 To 199 Xs
- 200 To More Xs
- Never
- Refuse To Answer
- Unknown

**Has Used Drugs Intravenously**
Indicates if the youth has used drugs intravenously – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

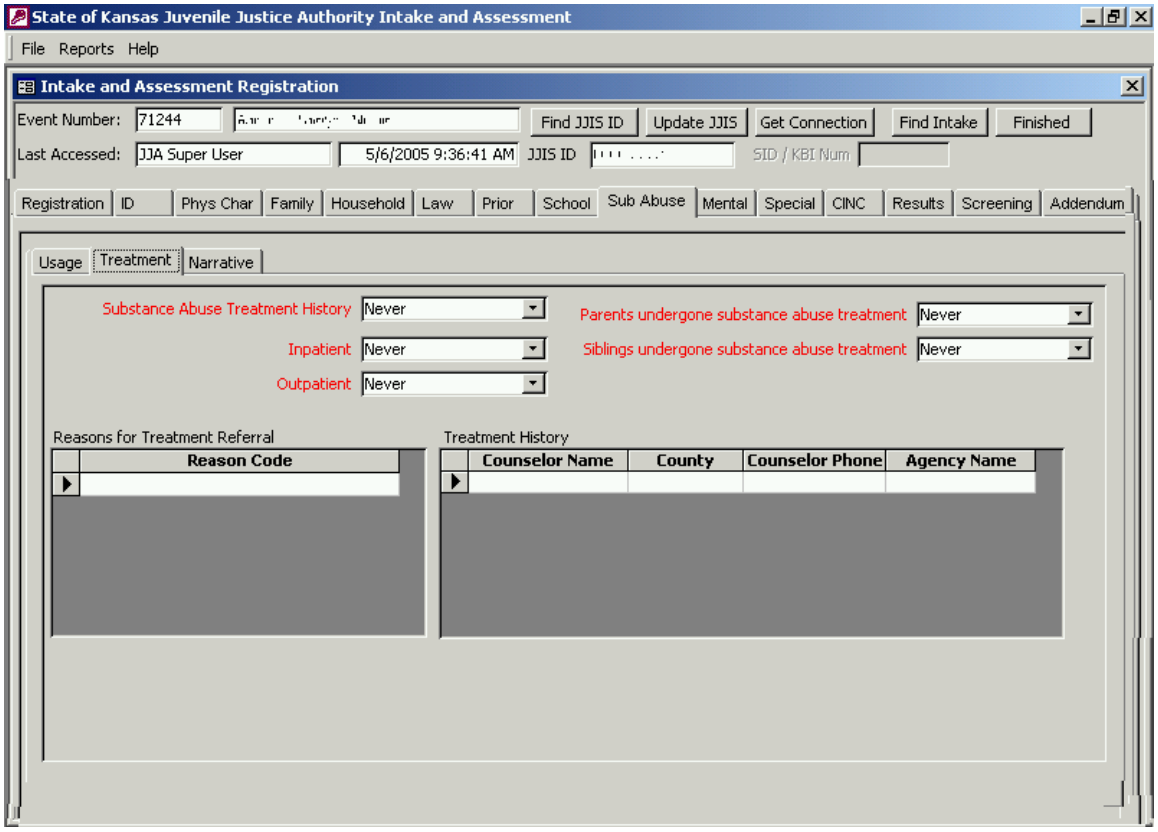
**Shared IV Drug Materials with Others**
Indicates if the youth has shared needles – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Refused to Answer Drug/Alcohol Questions**

Indicates yes or no if the youth refused to answer drug and alcohol questions

## *SUBSTANCE ABUSE - TREATMENT*




**Substance Abuse Treatment History**
Indicates if the youth has a substance abuse treatment history- valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Inpatient**
Indicates the status of the youth as a substance abuse inpatient - valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Outpatient**
Indicates the status of the youth as an outpatient - valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Parents Undergone Substance Abuse Treatment**
Indicates if the parents have undergone substance abuse treatment - valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Siblings Undergone Substance Abuse Treatment**
Indicates if the siblings have undergone substance abuse treatment - valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Reasons for Treatment Referral**
Reasons for the substance abuse treatment referral - valid selections are:

- Alcohol Related Crime
- Court Referred
- Drug Related Crime
- DUI
- Family Referred
- Use At Home
- Not Applicable
- Other Referred
- Use At School
- Self Referred
- Unknown

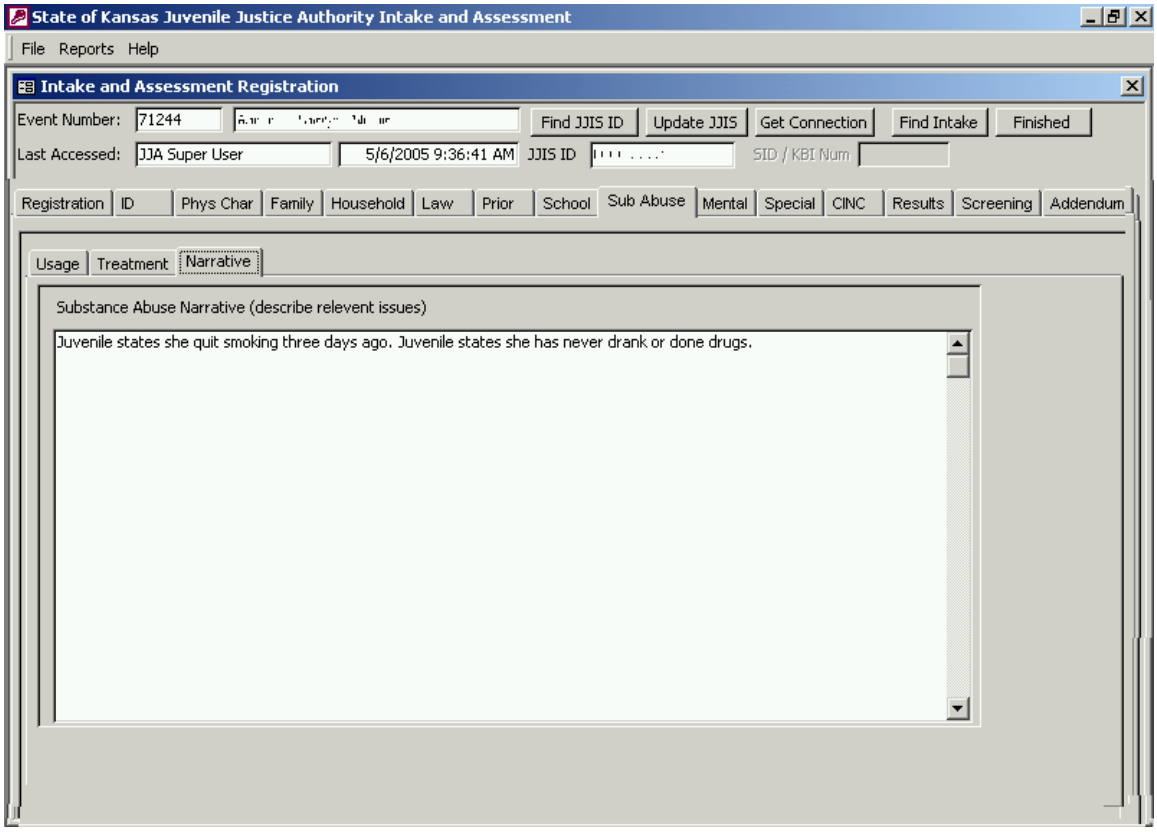
**Agency Name**
Substance abuse treatment agency name the youth was involved with

**County**
The county the substance abuse treatment agency resides

**Counselor Name**
The name of the counselor at the substance abuse treatment center

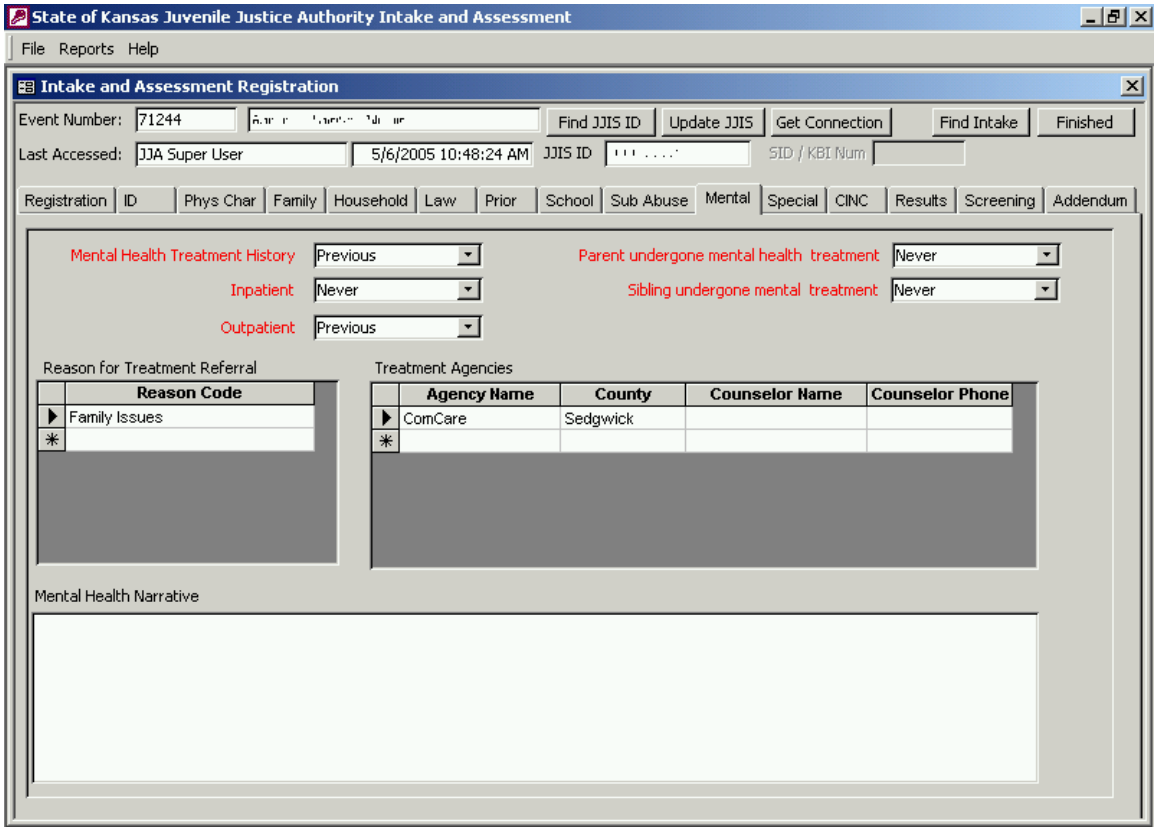
**Counselor Phone**
The phone number of the counselor at the substance abuse treatment center

## *SUBSTANCE ABUSE - NARRATIVE*




**Substance Abuse Narrative**
A narrative describing relevant issues regarding the youth substance abuse

## *MENTAL*




**Mental Health Treatment History**
Indicates if the youth has a Mental Health treatment history- valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**Inpatient**
Indicates the status of the youth as a Mental Health inpatient - valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**Outpatient**
Indicates the status of the youth as an outpatient - valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**Parents Undergone Mental Health Treatment**
Indicates if the parents have undergone Mental Health treatment - valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Siblings Undergone Mental Health Treatment**
Indicates if the siblings have undergone Mental Health treatment - valid codes are:

- Current & Previous
- Current
- Never
- Previous
- Refuse To Answer
- Unknown

**Reasons for Treatment Referral**
Reasons for the Mental Health treatment referral - valid codes are:

- Court Referred
- Eating Disorder
- Family Issues
- Not Applicable
- Other Referred
- Other
- Psychological Evaluation
- Suicide Attempt
- School Issues
- Self Referred
- Unknown

**Agency Name**
Mental Health treatment agency name the youth was involved with

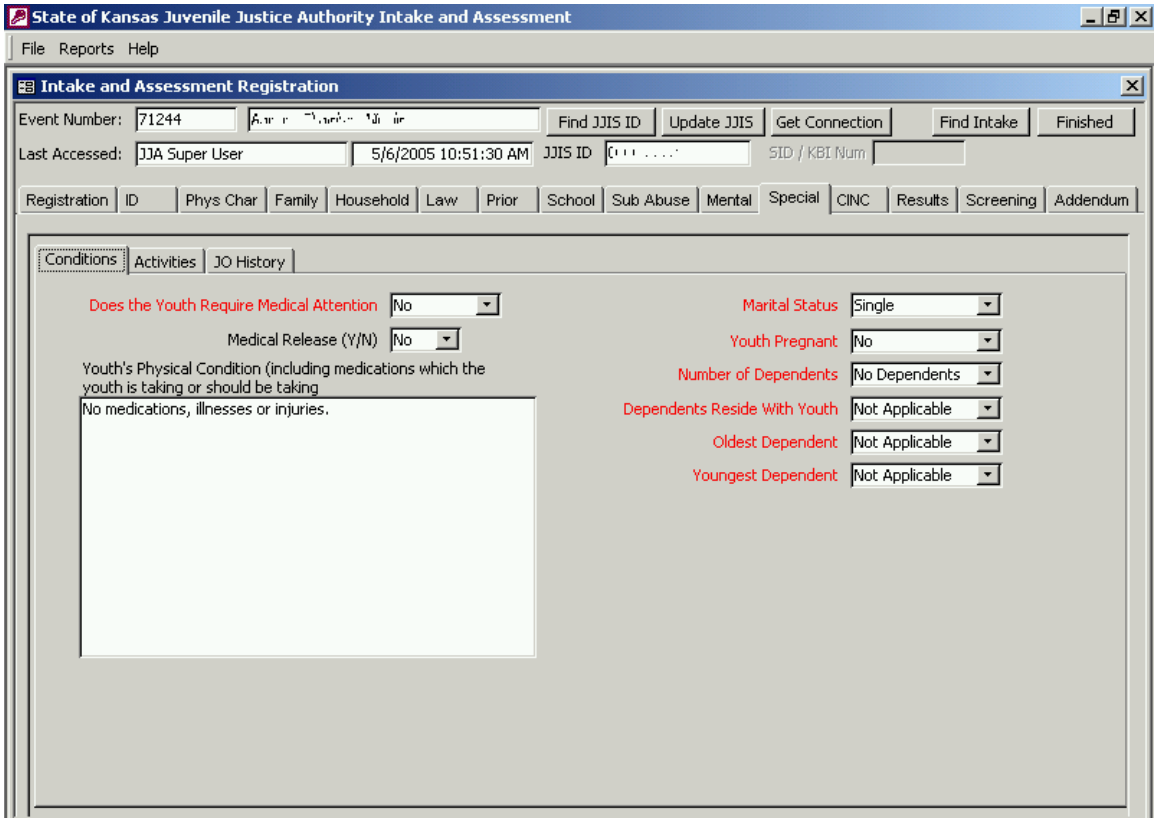
**County**
The county the Mental Health treatment agency resides

**Counselor Name**
The name of the counselor at the Mental Health treatment center

**Counselor Phone**
The phone number of the counselor at the Mental Health treatment center

**Mental Health Narrative**
A narrative describing relevant issues regarding the youth substance abuse

## *SPECIAL - CONDITIONS*




**Youth Require Medical Attention**
Indicate yes or no if the youth requires medical attention

**Medical Release**
A yes or no indication there is a signed medical release form

**Marital Status**
Indicator showing the youth's marital status – valid selections are:

- Single
- Married
- Divorced
- Separated
- Widow(er)
- Unknown

**Youth Pregnant**
Identifies if the youth is pregnant (female only) – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Number of Dependents**
Identifies the number of dependents for the youth – valid selections are:

- 1
- 2
- 3
- 4
- More Than 4
- Refuse To Answer
- Unknown

**Dependents Reside with Youth**
If applicable, location of residency of youth's dependents – valid codes are:

| | |
|---|---|
| • Not Applicable | (Youth has no dependents) |
| • Yes | (Dependents live with the youth) |
| • No | (Dependents live elsewhere) |
| • Unknown | (Unknown if youth has dependents) |
| • Refuse To Answer | (Youth would not give an answer) |

**Oldest Dependent**
Identifies the age of the oldest youth's dependent – valid selections are:

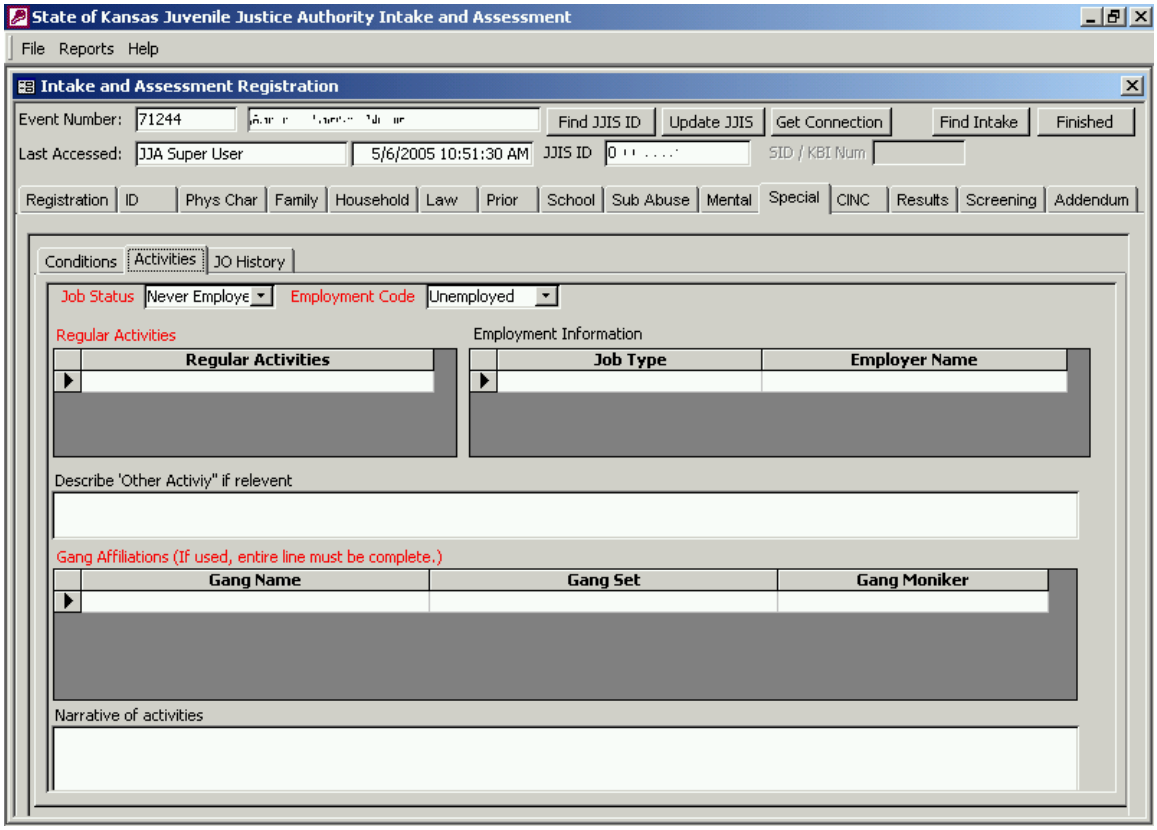
- Not Applicable
- Birth – 1
- 1 YOA+
- 2 YOA+
- 3 YOA+
- 4 YOA+
- 5 YOA+
- 6 YOA+
- More Than 6 YOA
- Unknown
- Refuse To Answer

**Youngest Dependent**
Identifies the age of the youngest youth's dependent – valid selections are:

- Not Applicable
- Birth – 1
- 1 YOA+
- 2 YOA+
- 3 YOA+
- 4 YOA+
- 5 YOA+
- 6 YOA+
- More Than 6 YOA
- Unknown
- Refuse To Answer

**Youths Physical Condition**
Narrative for describing the youth's physical condition – include medications the youth is currently taking or should be taking

## *SPECIAL - ACTIVITIES*




**Job Status**
Identifies the youth's job status – valid selections are:

- More Than 1 Job
- Previously Employed
- Unknown
- Full Time
- Part Time
- Never Employed
- Refuse To Answer

**Employment Code**
Identifies the age of the youngest youth's dependent – valid selections are:

- Disabled
- Retired
- Unknown
- Employed
- Self-Employed
- Volunteer
- Refuse To Answer
- Unemployed

**Regular Activities**
Identifies the activities the youth are involved with. Add new ones if not on the drop-down selection table – valid selections are:

- Boys / Girls Club
- Church Groups

- Music / Theatre / Dance
- Other
- School Clubs
- Student Government
- None
- Refuse To Answer
- Scouting
- Sports

**Other Activities**
Short narrative description of other activities the youth is involved with

**Employer Name**
Identifies the name of the youth's employer

**Job Type**
Identifies category that best defines the youth's type of job – valid selections are:

- Agriculture Processing
- Clerical & Sales
- Machine Trade
- Military
- Other
- Refuse To Answer
- Service Occupation
- Agriculture
- Construction Work
- Mechanics
- None
- Professional, technical, managerial
- Student
- Unknown

**Gang Name**[1]
Use only for known gang members. Identifies the name of the gang the youth's is involved with. Add a new one if the name does not appear on the drop-down selection list.

**Gang Set**[1]
Use only for known gang members. Identifies the gang set the youth's is involved with. Add a new one if the gang set does not appear on the drop-down selection list.

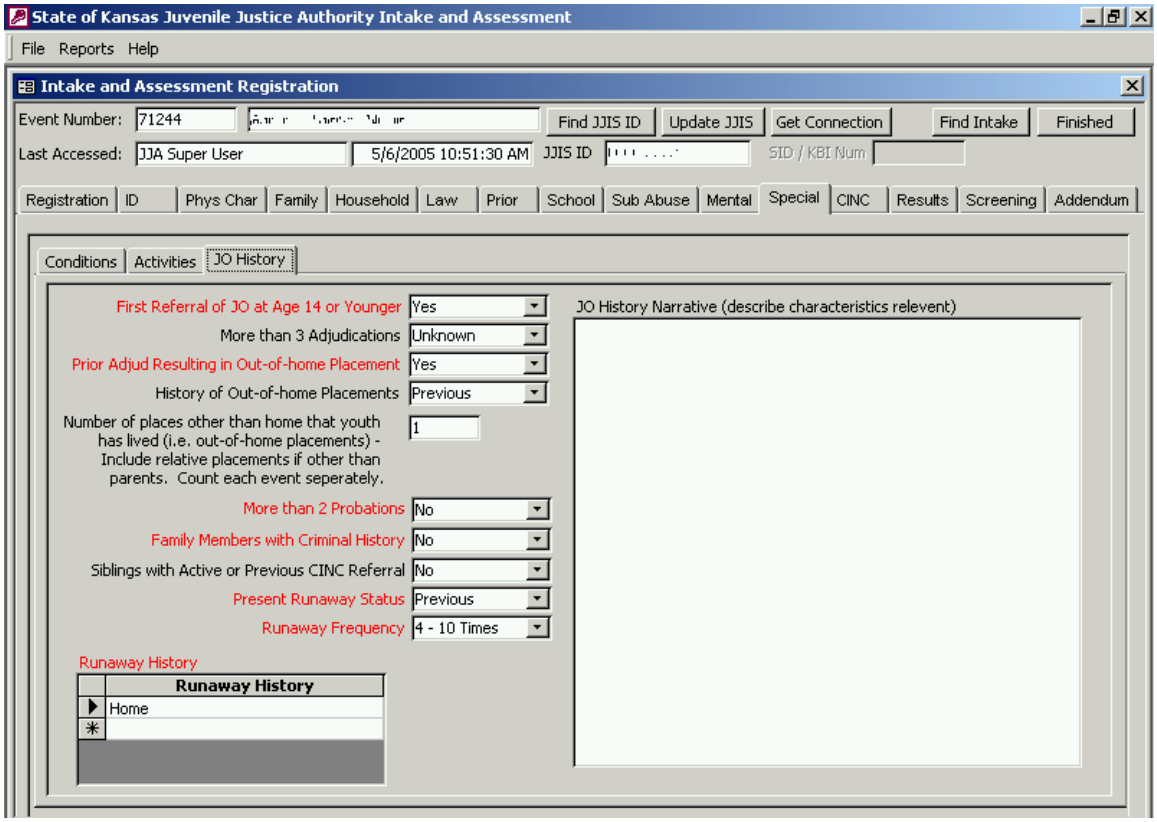
**Gang Moniker**[1]
Use only for known gang members. Identifies the moniker used by the gang the youth is involved with. Add a new one if the gang moniker does not appear on the drop-down selection list.

Note: If an entry is started but a decision is then to delete the entry, place the cursor on the left box that shows an arrowhead and press the left-button on the mouse. This will highlight the entire line. Press the delete key to remove the entry.

**Narrative of Activities**
This will provide an overall narrative of the youth's activities and his participation. It will also supplement information already identified.

[1] Fields only required if gang affiliation is entered

## *SPECIAL – JO HISTORY*




**First Referral of JO at Age 14 or Younger**
Indicates if the first referral of the youth was at age 14 or younger – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**More than 3 Adjudications**
Indicates if the youth has more than 3 adjudications – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**Prior Adjud (Adjudication) Resulting in Out-of-home Placement**
Indicates if the prior adjudications resulted in out-of-home placement – valid codes are:

- No
- Refuse To Answer
- Unknown
- Yes

**History of Out-of-Home Placements**

Indicates if the youth has a history of being placed outside of the home – valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**Number of out of home placements**
Provide the number of out-of-home placements the youth has had. Include relative placements if other than parents. Count each event separately

**More than 2 Probations**
Indicates if the youth has more than 2 probations – valid codes are:

- No
- Unknown
- Refuse To Answer
- Yes

**Family Members with Criminal History**
Indicates if the youth has a family member with a criminal history – valid codes are:

- No
- Unknown
- Refuse To Answer
- Yes

**Siblings with Active or Previous CINC**
Indicates if the youth's siblings are now actively a CINC or previously a CINC – valid codes are:

- No
- Unknown
- Refuse To Answer
- Yes

**Present Runaway Status**
Indicates if the youth is presently, or has been, a runaway – valid codes are:

- Current & Previous
- Previous
- Current
- Refuse To Answer
- Never
- Unknown

**Runaway Frequency**
Indicate the frequency the youth has runaway

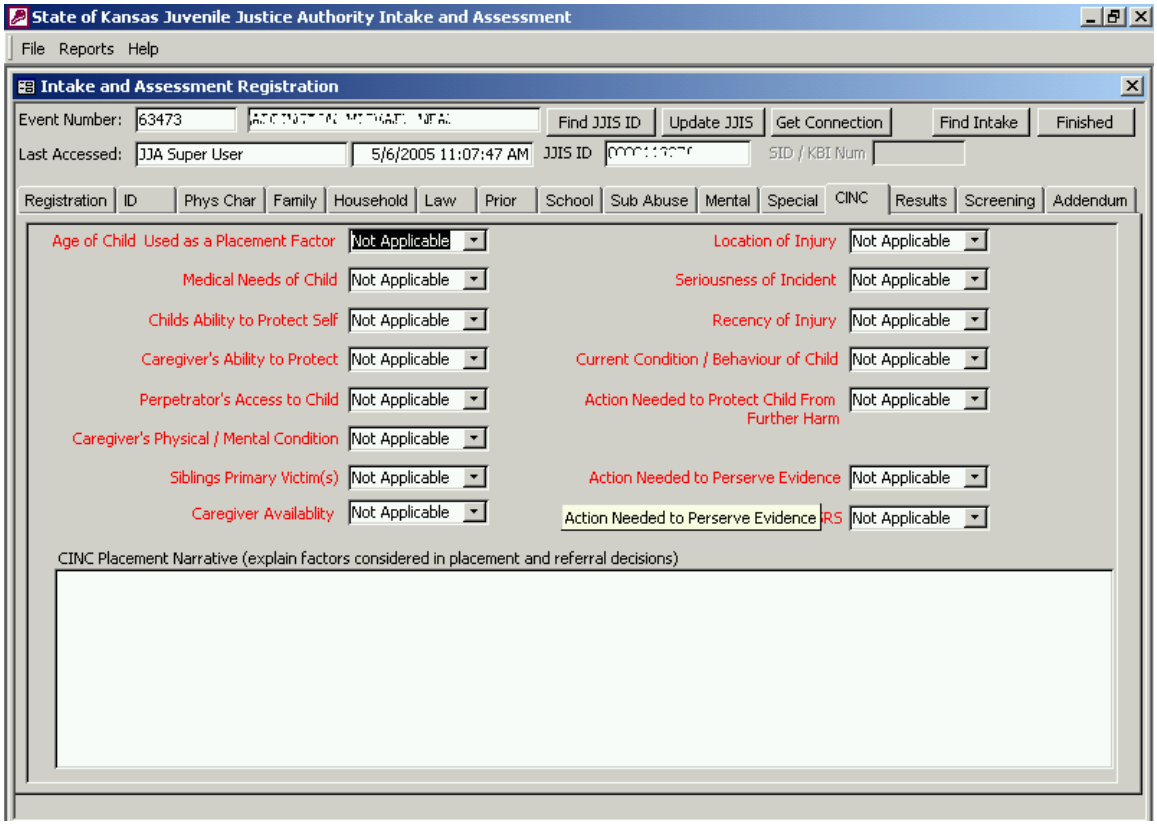
- 1 – 3 Times
- 4 – 10 Times
- More than 10 Times
- Refuse To Answer
- Never
- Unknown

**Runaway History**
Indicate the locations the youth has runaway from – valid codes are:

- Never
- Home
- Non-Secure Placement
- Secure Placement
- Refuse To Answer
- Unknown

**JO History Narrative**
Provide a narrative of the youth (describe characteristics relevant)

## *CINC* _____




If the user selects JO on the Registration page, then the fields on the CINC page will be automatically filled in as Not Applicable (as shown in this example). If the user selects CINC on the Registration page then the fields on the Law-Offences will be marked as No

### Age of Child Used as a Placement Factor

Indicate if the age of child is known – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

### Medical Needs of Child

Identify if there are medical needs of the youth – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

### Childs Ability to Protect Self

Identify if the youth has the ability to protect self – valid codes are:

- Not Applicable
- Yes

- Unknown
- No

**Caregiver's Ability to Protect**
Identify if the caregiver has the ability to protect the youth – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Perpetrator's Access to Child**
Indicate if perpetrator has access to the youth – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Caregiver's Physical/Mental Condition**
Indicate if the caregiver's has a physical and/or mental condition – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Siblings Primary Victim(s)**
Indicate if the siblings are/were primary victim(s) – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Caregiver's Availability**
Indicate if the caregiver's is available – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Location of Injury**
Indicated if the location of the injury is known – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Seriousness of Incident**
Indicate if the incident is known to be serious – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Recency of Injury**
Indicate if the injury is recent – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Current Condition / Behavior of Child**

Indicate if the current condition / behavior of child is known – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Action Needed to Protect Child From Further Harm**

Indicate if there is action that is needed to protect the youth from further harm – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Action Needed to Preserve Evidence**

Indicate if there is action needed to preserve evidence – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**Prior Involvement with SRS**

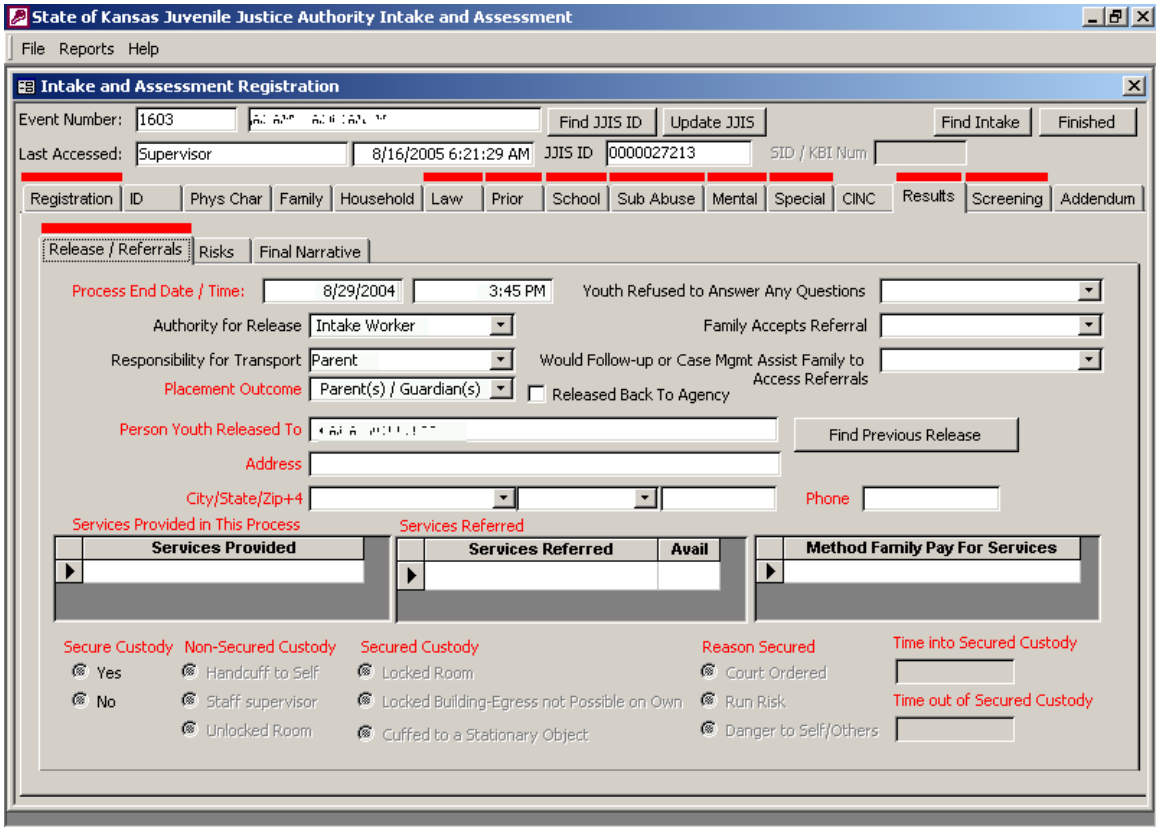
Indicate if there was prior involvement with SRS – valid codes are:

- Not Applicable
- Unknown
- Yes
- No

**CINC Placement Narrative**

Provide a narrative regarding a CINC Placement (explain factors considered in placement and referral decisions)

## *RESULTS – RELEASE / REFERRALS*




**Process End Date/Time**
Date the intake was completed

**Process End Time**
Time the intake was completed

**Youth Refused to Answer Questions**
Answer yes or no if the youth refused to answer the questions

**Authority for Release**
Indicate the authority authorizing the release of the youth

**Family Accepts Referrals**
Answer yes or no if the family accepts referrals

**Responsibility for Transport**
Identify who is responsible for transporting the youth – valid selections are:

- Parents
- Intake Worker

- LEO
- Private
- Agency

**Would Follow-up or Case Mgmt Assist Family to Access Referrals**
Would Follow-up or Case Mgmt Assist Family to Access Referrals – valid codes are:

- No
- Unknown
- Yes - Case Management
- Yes - Follow Up

**Placement Outcome**
Identify with whom the youth was placed – valid selections are:

- Attendant Care
- Detention
- Foster Care
- Friend
- Group Home Resident Center
- House Arrest
- Other
- Parent(s) / Guardian(s)
- Relative
- Self
- Shelter Facility
- SRS
- Juvenile Correctional Facility
- Emergency Shelter

**Released Back to Agency**
Check box indicating the juvenile is being released back to the agency which had responsibility of the juvenile

**Person Youth Released To**
Provide the name of the individual/agency with whom the youth was released

**Person Youth Released To Address**
Provide the address for the name of individual/agency with whom the youth was released

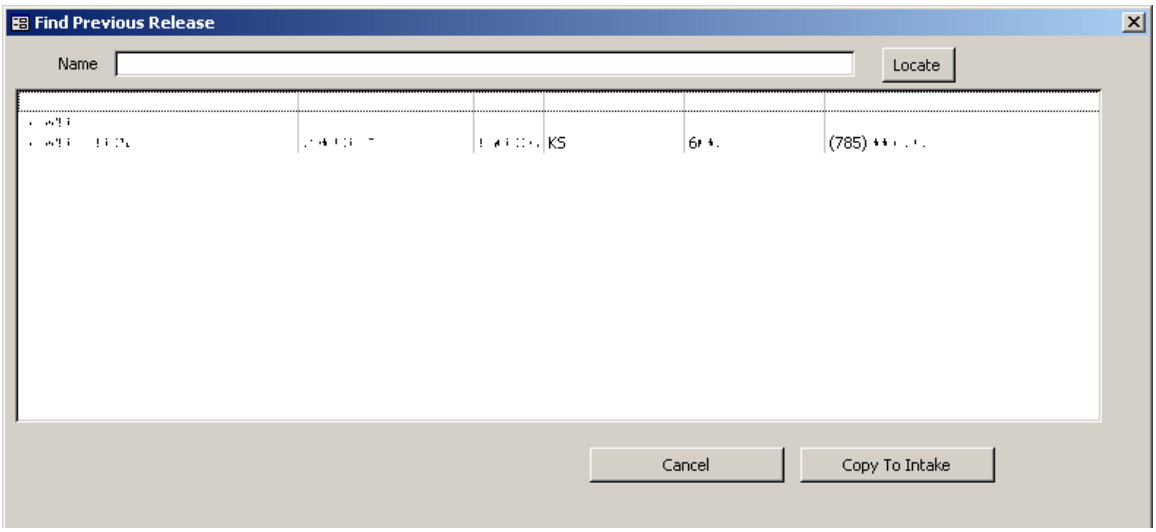
**Person Youth Released To City**
Provide the city of the name of individual/agency with whom the youth was released

**Person Youth Released To State**
Provide the state of the name of individual/agency with whom the youth was released

**Person Youth Released To Zip**
Provide the Zip of the name of individual/agency with whom the youth was released

**Person Youth Released To Phone**
Provide the phone number of the name of individual/agency with whom the youth was released

**Find Previous**
Selection of the Find Previous button displays a listing of previous placements that have been made. Select the previous placement and then select the Copy to Intake – this will copy the previous information to the entry screen. To facilitate the search enter the name or partial name. The Cancel button will return the user back to the previous screen.




**Services provided in this process**
Identify all of the services provided in this process – valid selections are:

- Court Process Information
- Crisis Intervention
- Intake Questionnaire
- Not Applicable
- Other
- Placement
- Posit
- Referral

**Services Referred**
Identify the services that are being referred – valid selections are:

- Aggression Delinquency
- CASA / CRB
- Drug / Alcohol Detox
- Education Assessment
- Family Relations
- Gang Intervention
- Inpatient Drug Alcohol Treatment
- Inpatient Mental Health
- Leisure / Recreation
- None
- Outpatient Drug Alcohol Treatment
- Outpatient Mental Health
- Other
- Physical Abuse Victim
- Peer Relations
- Sexual Abuse Victim
- Sex Offender
- SRS
- Social Skills
- Vocational Status

**Available**
Indicates yes or no if the service is available

**Method Payment**
Identify the method of payment for the services – valid selections are:

- Medical Card
- Private Health Insurance
- SSA Recipient
- No Referral
- Private Savings
- SSI Recipient
- Other
- Refuse To Answer
- Unknown

**Secure Custody**
Indicator identifying the juvenile as being brought to the JIAC in secure custody or placed in secure custody while at the JIAC

- Yes
- No

**Non-Secured Custody**
If the selection of Secure Custody is selected as No, the selection of the type of non-secured is required

- Handcuff to Self
- Staff Supervisor
- Unlocked Room

**Secured Custody**
If the selection of Secure Custody is selected as Yes, the selection of the type of custody is required

- Locked Room
- Locked Building – Egress not Possible on Own
- Cuffed to a Stationary Object

**Reason Secured**
If the selection of Secure Custody is selected as Yes, the selection of the reason for custody is required

- Court Ordered
- Run Risk
- Danger to Self/Others

**Time Into Secured Custody**
Enter the time of day the juvenile was secured custody - Time entered secure custody could begin during the intake process (for example: behavior changes and secured to a handrail during the intake) or prior to the beginning of the intake process by the JIAS staff (example: police take to detention center and JIAS staff arrive to do intake :30 minutes later)

**Time Out of Secured Custody**
Enter the time of day the juvenile was removed from secured custody - Time entered secure custody could begin during the intake process (for example: behavior changes and secured to a handrail during the intake) or prior to the beginning of the intake process by the JIAS staff (example: police take to detention center and JIAS staff arrive to do intake :30 minutes later) - Time of secured custody could be before the completion of the intake (example: behavior changes and no longer secured to a handrail) or ends at the time JIAS staff have completed the intake process.

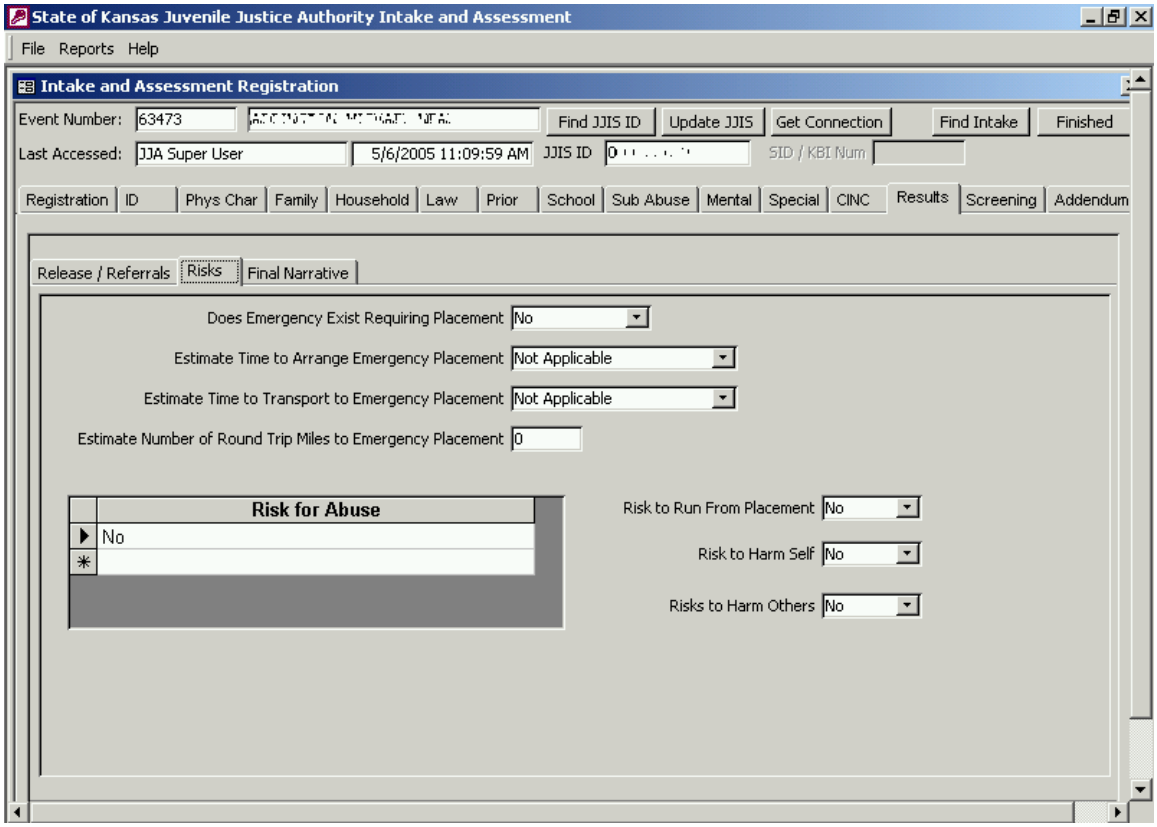
Note: An unlocked room in a secured building (example law enforcement center, detention center, etc) counts as secured custody

Note: This information is used for analysis and to ensure juveniles are being addressed as stated by State Statutes.

Note: Start of secure custody should be the time the secure custody actually started (as we say in the added language to the manual) even if the JIAS is done later. In the 3rd (and probably others) where detention in the county is detained, for example, at 2:00 AM in the morning and intake starts at 10:00 AM that same day. Reasoning is this provide data that shows when the secure custody really started even if JIAS done later. The theory being that JIAS could only determine that secure custody was not needed (or in appropriate) once that intake is done and completed. Often for detention the JIAS probably will make no different recommendation to the law enforcement officer, but only at the end of the JIAS would that be an option.[2]

[2] Randy Bowman – 10/11/05

## *RESULTS – RISKS*




**Does Emergency Exist Requiring Placement**
Identify if an emergency exists – valid codes are:

- No
- Yes
- Unknown

**Estimate Time to Arrange Emergency Placement**
Total time taken for emergency placement – valid selections are:

- Not Applicable
- Less Than 15 Minutes
- 15 - 30 Minutes
- 31 - 60 Minutes
- 1 - 1.5 Hours
- 1.5 - 2 Hours
- 2 - 3 Hours
- 3 - 5 Hours
- Greater Than 5 Hours

**Estimate Time to Transport to Emergency Placement**
Total time taken to transport youth to placement – valid selections are:

- Not Applicable
- 31 - 60 Minutes
- 2 - 3 Hours

- Less Than 15 Minutes
- 15 - 30 Minutes
- 1 - 1.5 Hours
- 1.5 - 2 Hours
- 3 - 5 Hours
- Greater Than 5 Hours

**Estimate Number of Round Trip Miles to Emergency Placement**
Total miles to and from a placement

**Risk for Abuse**
Identify if there are risks for abuse to the youth, and if so, where – valid selections are:

- Abuse In The Home
- Mental Health Institutionalization
- Out Of Home Placement
- JO Institutionalization
- No
- Unable To Determine

**Risk to Run from Placement**
Identify if the youth is at risk to run from the placement – valid codes are:

- No
- Yes
- Unknown

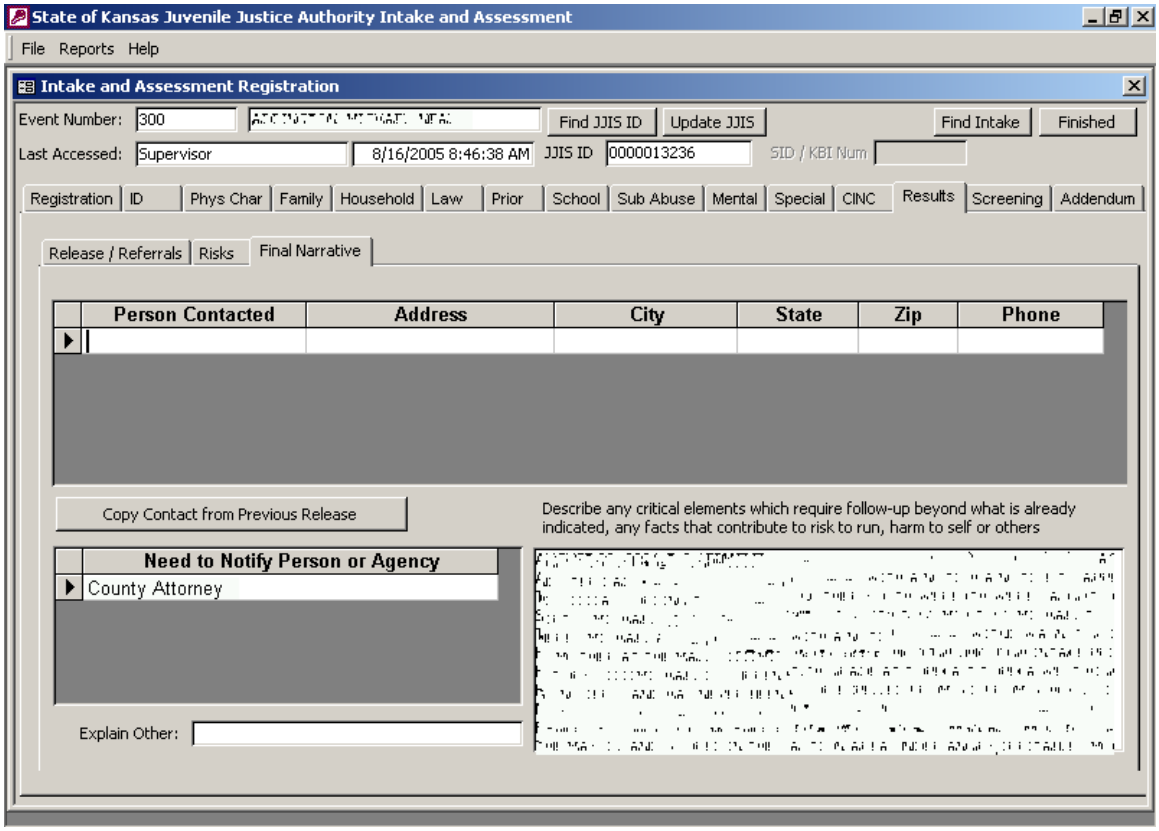
**Risk to Harm Self**
Identify if the youth is at risk to harm self – valid codes are:

- No
- Yes
- Unknown

**Risk to Harm Others**
Identify if the youth is at risk to harm others – valid codes are:

- No
- Yes
- Unknown

## *RESULTS – FINAL NARRATIVE*




**Person Contacted**
Capture the name of the person(s) that was/were contacted

**Person Contacted Address**
Capture the address of the person(s) that was/were contacted

**Person Contacted City**
Capture the city of the person(s) that was/were contacted

**Person Contacted State**
Capture the state of the person(s) that was/were contacted

**Person Contacted Zip**
Capture the zip of the person(s) that was/were contacte

**Copy Contact from Previous Release**
This button will display a screen to select previous release contacts – see **Find Previous** to understand the workings of this screen.

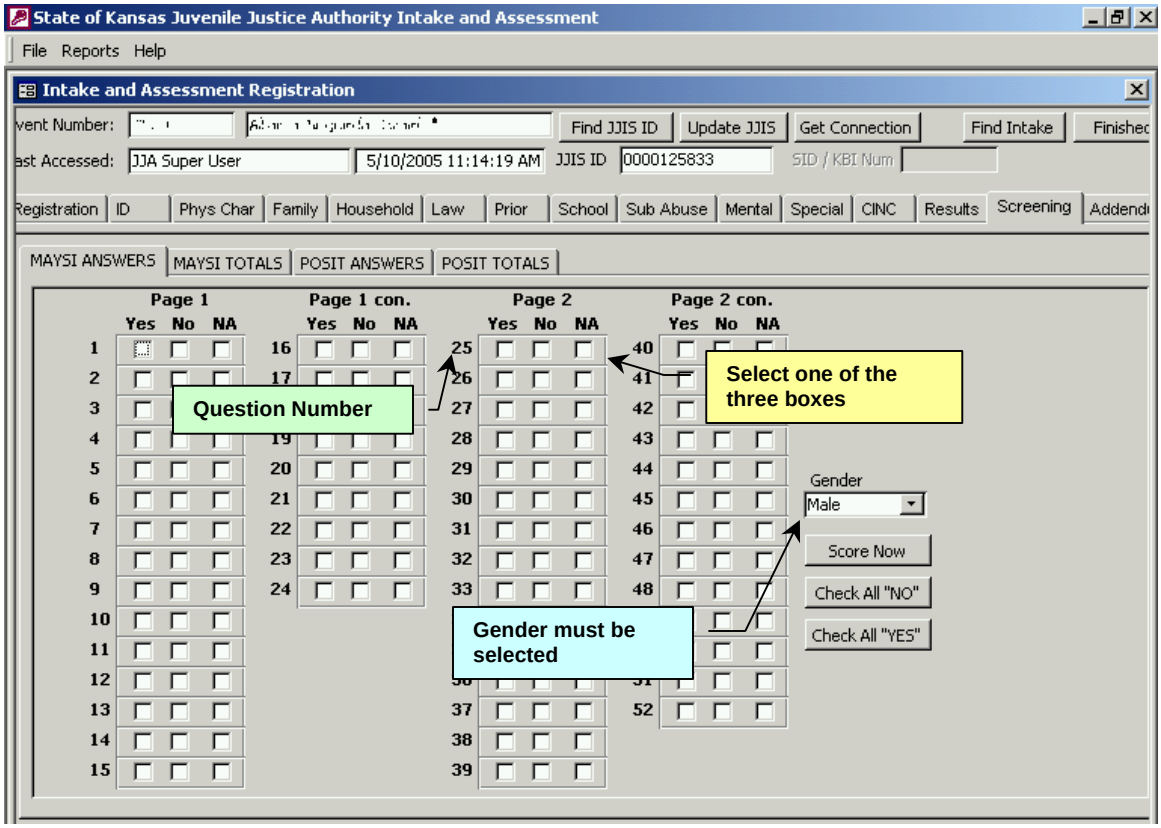
**Need to Notify Person or Agency**
Identify the person and/or agencies to be notified – valid selections are:

- County Attorney
- Court Clerk
- None
- School
- CASA
- Court Services
- Other (specify)
- SRS
- Community Corrections
- Mental Health
- Parent / Guardian

**Other**
If Other is selected, specify who the Other is

**Final Narrative**
Describe any critical elements which require follow-up beyond what is already indicated, any facts that contribute to risk to run, harm to self or others, any other facts that need to be documented. Final results of the intake.

## *MAYSI – ANSWERS*




**The Massachusetts Youth Screening Instrument, second version (MAYSI-2)** is designed especially for use as a screening tool at the first intake, probation interview or within a day or two after admission to a juvenile justice facility. Typically a youth will be completing the MAYSI-2 with the expectation that the juvenile justice worker who is administering it to the youth will be reviewing the results, using the results to learn something about the youth.

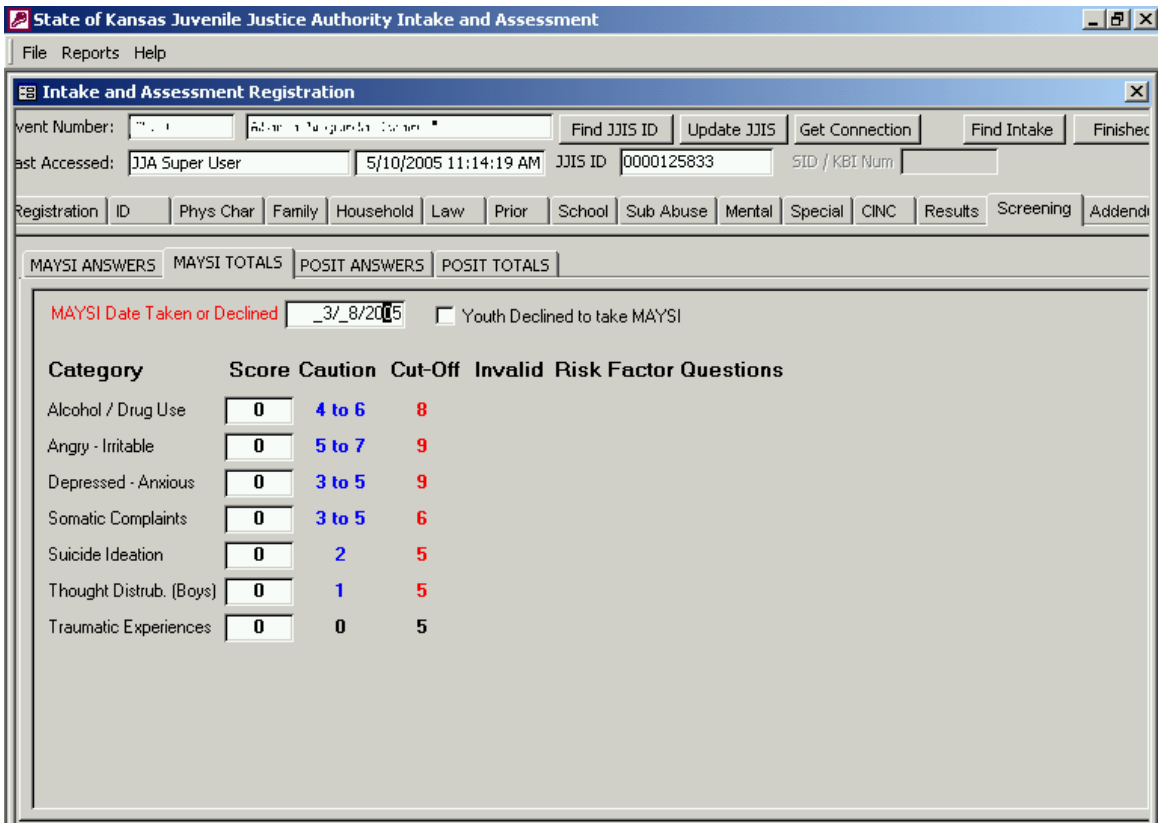
For each answer that was recorded on the MAYSI-2, place the cursor on the box relative to the question and left-click the mouse in the appropriate column. This will mark the box with a checkmark.

The gender must be entered prior to the scoring from occurring. There are designated questions that are either "male" only and/or "female" only.

After all of the entries are marked, select the "Score Now" button. This will score the MAYSI-2 for display on the "MAYSI TOTALS" page. There are two additional buttons that can be selected; "Check All No" which will set all questions to no, and "Check All Yes" which set all boxes to yes. The "Check All" buttons may be useful and save entry time if the majority of the questions were answered either all "yes" or all "no". By

making all of the answers “yes”, the user may place the cursor on the checked box that represents no and left-click the mouse button.

## *MAYSI – TOTALS*




The MAYSI-II categories are highlighted in **Blue** if the amount of yes answers are in the Caution range, and **Red** if the score exceeds the caution level. This is one of the two only fields where the red is not an indication that the field is required. The MAYSI-II Date taken is required, and if the youth refuses to take the MAYSI-II, the Youth Declined to take MAYSI-II should be marked along with the date

Scores for MAYSI-II scales are the number of “yes” responses circled by the your for that scale. This is true even if the youth has not answered all of the items on a scale; items with neither Y nor N checked are treated as a “no” response. No score can be given for a scale, however, if a certain number of items have been left unanswered:

For scales with 8 –9 items, more than two unanswered.
For scales with 5-6 items, more than one unanswered.

Users should remember that the “Thought Disturbance” scale is to be used with male offenders only. The section should be grayed out when the offender is female.

**MAYSI Date Taken or Declined**
Indicator signifying the youth accepted or declined to take the MAYSI. Either the Date Taken or the Declined indicator is required.

**Youth Declined to take MAYSI-2**
Indicator signifying the youth declined to take the MAYSI-2.

**Category**
The MAYSI functional areas. .

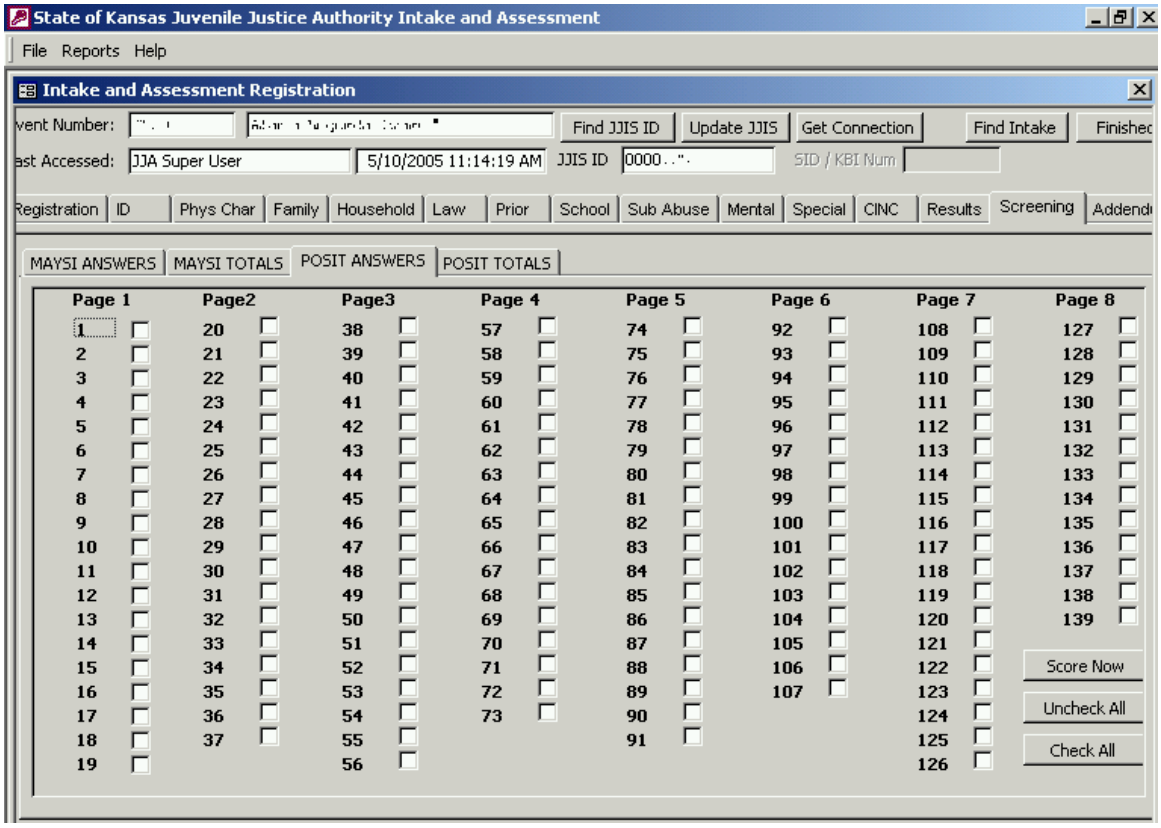
**Score**
The score based on the yes entries from the MAYSI ANSWERS page

**Caution**
The amount of questions answered "yes" in this functional area are high, but not at the warning level

**Cut-Off**
The minimum or cut-off score

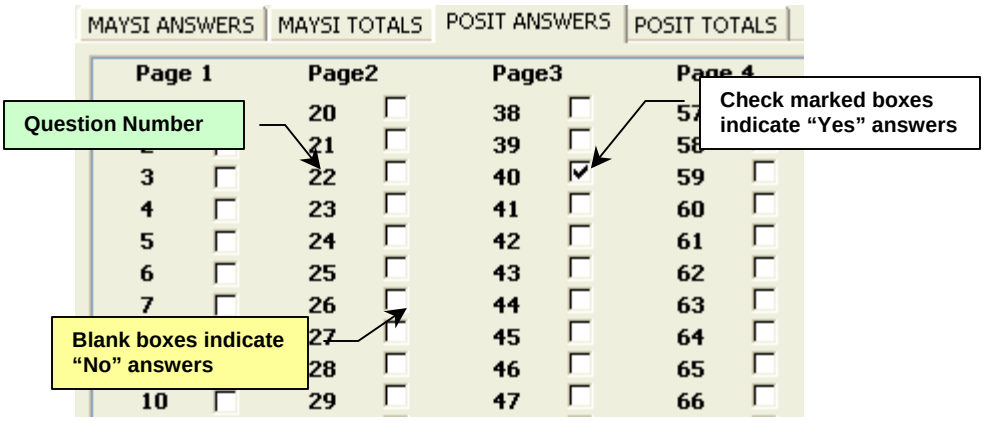
**Risk Factor Questions**
The questions that were answered yes related to the functional area that are red flag designate.

## *POSIT– POSIT ANSWERS*



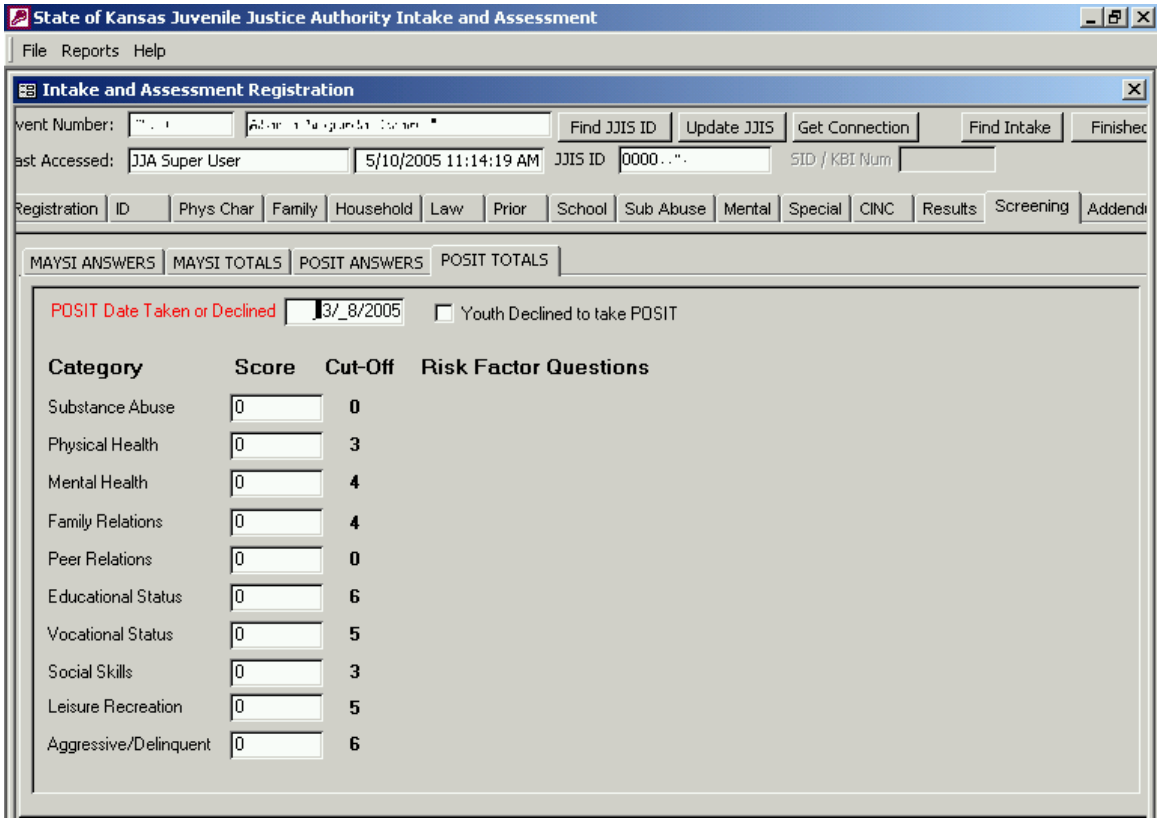

The Problem Oriented Screening Instrument for Teenagers (POSIT) was designed by the National Institute on Drug Abuse and is used to identify problems requiring an in-depth assessment and potentially a need for treatment. It is a screening tool with a target population of adolescents 12 through 19 years of age. The POSIT consists of 139 yes/no questions that relate to 10 functional areas. It is a self-report questionnaire designed to identify problems and the potential need for service in these functional areas: substance use/abuse, physical health, mental health, family relationships, peer relationships, educational status (i.e., learning disorders), vocational status, social skills, leisure and recreation, and aggressive behavior/delinquency.

For each yes answer that was recorded on the POSIT, place the cursor on the box relative to the question and left-click the mouse. This will mark the box with a checkmark. Each checkmark is then considered to be a "yes" answer. An example is:




After all of the "yes" entries are marked, select the "Score Now" button. This will score the POSIT for display on the "POSIT Totals" page. There are two additional buttons that can be selected; "Check All" which will set all questions to yes, and "Uncheck All" which set all boxes to blank representing "No" for all questions. The "Check All" may be useful and save entry time if the majority of the questions were answered "yes". By making all of the answers "yes", the user may place the cursor on the checked box that represents no and left-click the mouse button.

## *POSIT– POSIT TOTALS* _____




The POSIT categories are highlighted in **Red** if the score exceeds the cut-off. This is one of the two only fields where the red is not an indication that the field is required The POSIT Date taken is required, and if the youth refuses to take the POSIT, the Youth Declined to take POSIT should be marked along with the date.

**POSIT Date Taken**
Date the deposit was given to the youth

**Youth Declined to take POSIT**
Indicator signifying the youth declined to take the POSIT.

Either the Date Taken or the Declined indicator is required.

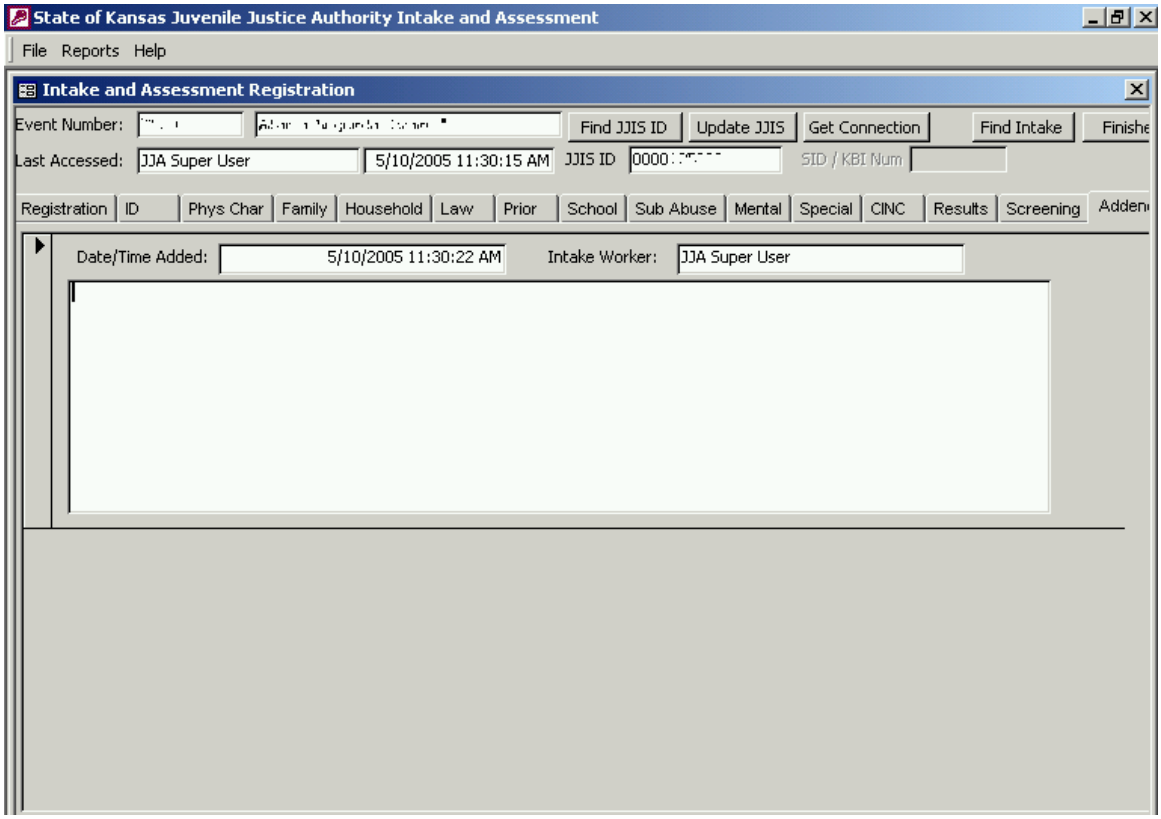
**Category**
The POSIT functional areas. The category or functional area will be displayed in Red if the score is greater than the cut-off.

**Score**
The score based on the yes entries from the POSIT ANSWERS page

**Cut-Off**
The minimum or cut-off score

**Risk Factor Questions**
The questions that were answered yes related to the functional area that are red flag designate.

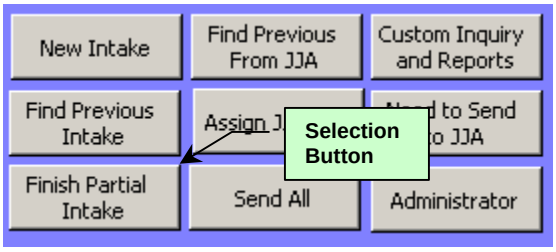
## *ADDENDUM*



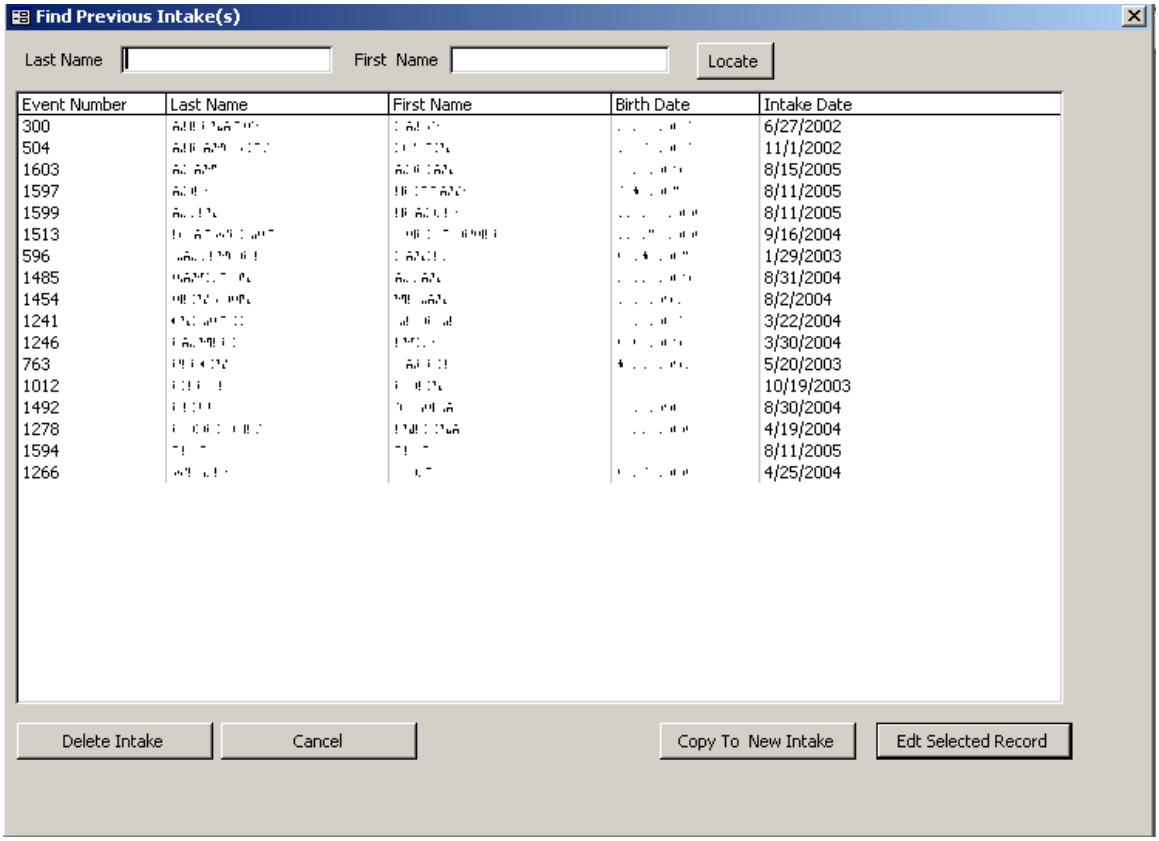

The addendum information is a narrative made after the initial intake and is recorded as follow-up information. The date and time establish a chronological order. Information identifying the intake worker that entered the additional information is retained.

# 6. FINISH PARTIAL INTAKE/ASSESSMENT

There will be occasions when an intake is not completed due to a variety of reasons. The intake information is preserved and marked as incomplete.
The process begins at the sign-on screen with the selection of the "Finish Partial Intake/Assessment" button:



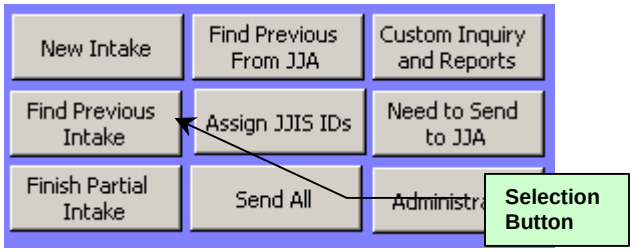

This will display a listing of the intakes that are not complete, either by not having all of the required fields filled in or by not having a supervisor approval.



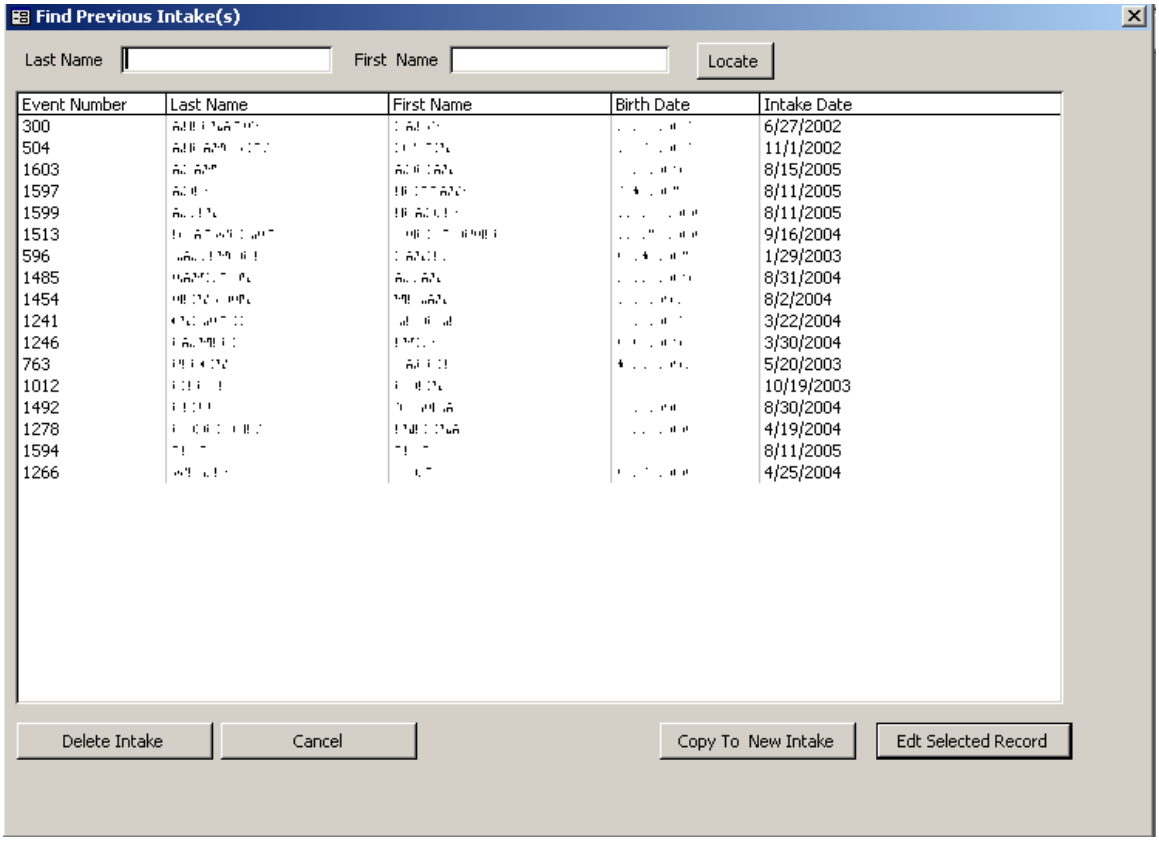

Select the intake to complete and then select the Edit Selected Record. Proceed to **Section 5 --** Page Descriptions and continue with finishing the intake.

# 7. EDIT EXISTING INTAKE/ASSESSMENT

The ability to edit existing intake information is initiated by selecting the "Edit Existing Intake/Assessment" button:




This will display a screen showing a complete list of all intake records.



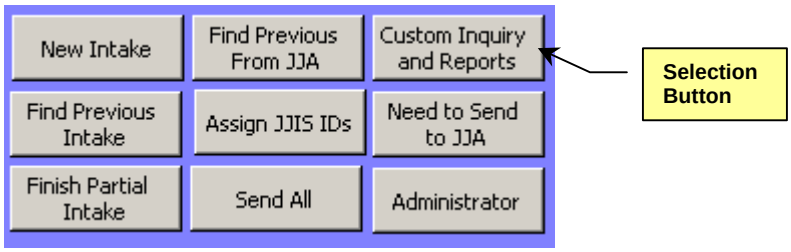

The list includes those intakes that have been approved and those that are partially completed. If the intake has been approved, only a supervisor may initiate an edit of an approved intake. After selecting the intake to edit, select the OK button. Proceed to **Section 5 –** Page Descriptions and continue with finishing the intake.

A previous intake may be used to initiate a new intake for the same juvenile. Select the Copy to New Intake button. This will copy key information from an existing intake and

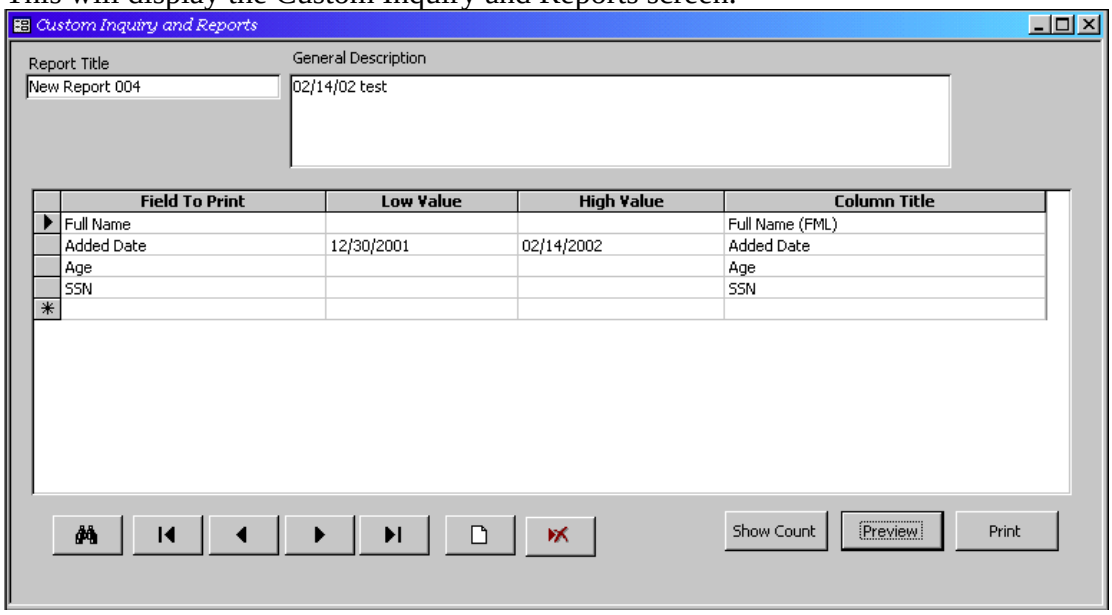
populate a new intake, reducing much of the overhead required in entering key information.

# 8. CUSTOM INQUIRY AND REPORTS

The user may create ad-hoc reports for quick access and analysis. To initiate the process select the "Custom Inquiry and Reports" button:




This will display the Custom Inquiry and Reports screen.




This inquiry and reports is to serve as an ad-hoc reporting tool only. It is not designed to produce formatted reports. The Microsoft Word process (explained in the **Overview** ) may be used. This would allow a cut &paste process to place extracted data into a formatted report.

Initiates the process to develop ad-hoc queries for inquiries and/or reports using the agency local database.

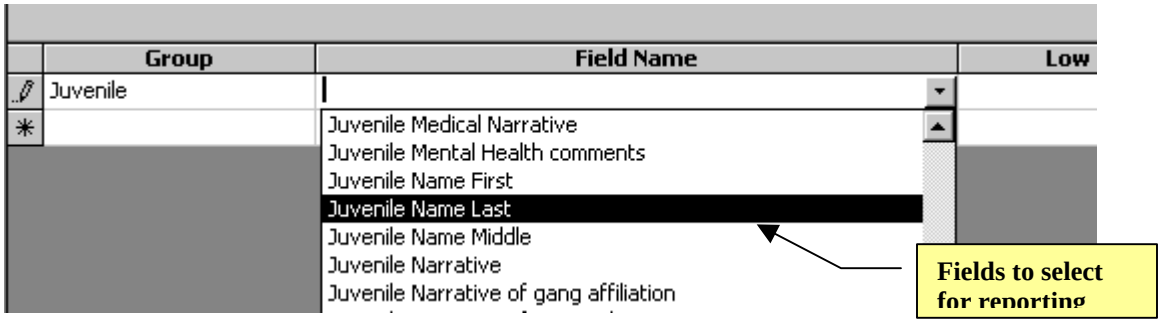
**Report Name**
User defined title of the report. The report parameters will be save for future use and will be referenced by the title.

**Description**

This field is for a narrative providing a general description of the report. This description corresponds with the report title.

**Group**
This is a drop-down selection listing field groupings. The data fields are associated with a business function group. The main purpose of this field is to reduce the number field selections when searching for specific data fields.

**Field**
This is a drop-down selection listing the field names available for reporting. It will be limited to the group selected (see previous). If no group is selected all of the fields will be presented and when a field is selected the Group will be populated. The groupings help to limit the number of fields displayed for selection.




**Low Value**
This field provides the user the ability to place a search criteria low value. Records selected will be equal to or greater than the value entered. If no value is entered, all records will be considered. As an example, if the search were for juveniles with ages 14 or older, the low value would be 14.

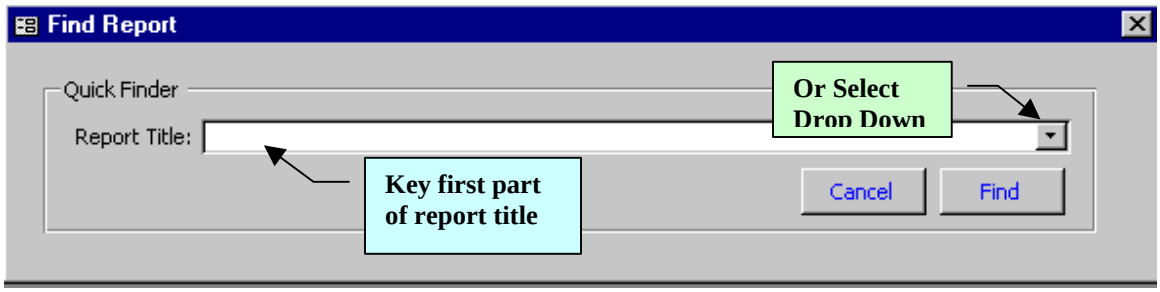
**High Value**
This field provides the user the ability to place a search criteria high value. Records selected will be equal to or less than the value entered. If no value is entered, all records will be considered. As an example, if the search were for juveniles with ages 16 or younger, the high value would be 16.

Note: Using both the Low Value and High Value will set boundaries for accessing data. As an example, if the search were for ages 14 through 16, the high value would be 16. Also, there can be multiple fields used for selection criteria.

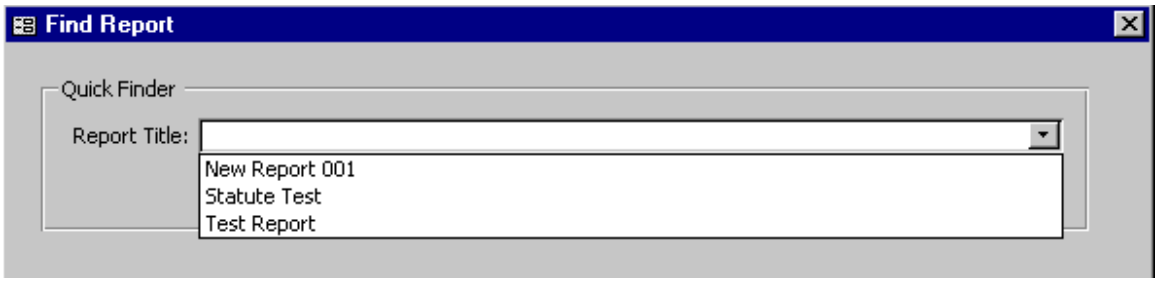
The following is an example of inputting selection values:

| Group | Field Name | Low Value | Hi Value |
|---|---|---|---|
| Court Cases | Court Case Number | | |
| Juvenile | Juvenile Name Last | | |
| Juvenile | Offense Statute | | |
| Court Cases | Age | 14 | 16 |

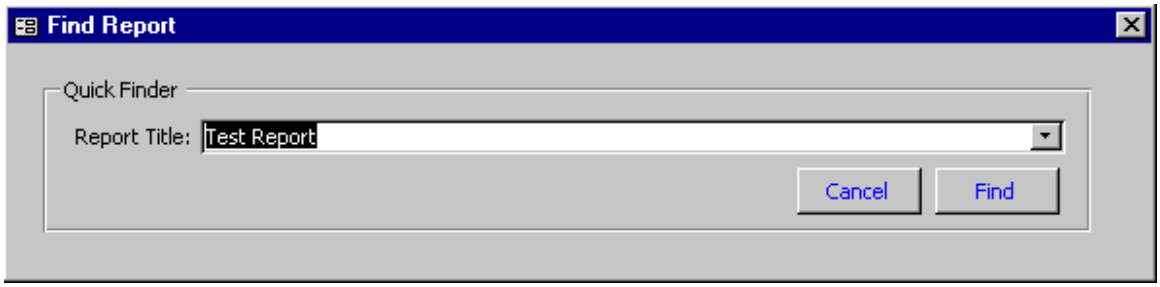
**Find Button**
This button is displayed as binoculars. It is used to find a specific report the user has created previously. When the find button is selected the following screen will be displayed.




By selecting the drop down, a list of the available reports will be displayed. Typing the first characters of the report name in the Report Title field will also display the drop down, beginning at the point where the characters match the title or the title is greater. The following is an example of the drop down that will be displayed.



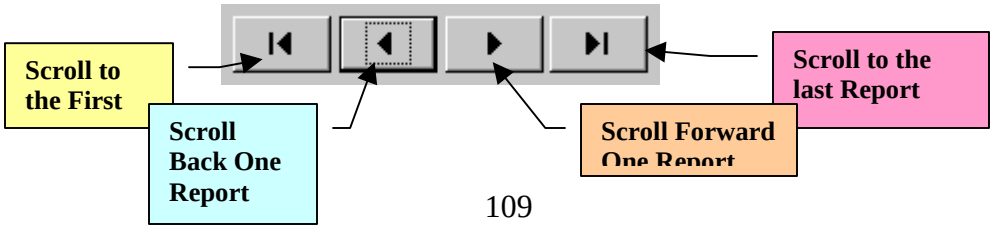

After identifying the report, place the cursor on the report title and left-click the mouse button. The requested report will be displayed.




Place the cursor on the "Find" button and left-click the mouse button. The requested report will be displayed – ready for executing or modifying.

**Reports Navigation**

A quick way to find an existing ad-hoc report is to use the "Find" button (as described previously). Another way of finding an existing ad-hoc report is to use the scrolling arrows. The scrolling arrows provide the ability of locating an existing ad-hoc report by going forward or backward one report at a time, or beginning at the first report or the last report.



**Advanced**
This button provides a menu to incorporate advanced features for the custom report.

**Show Count**
This button provides a count of the number of records found that met the search criteria. This will be helpful for quick counts of specific information.

**Create New Report**
The "Create New" button will create a blank form ready for entry.

Key in the report name, key in meaningful description identifying the report, select the fields to be selected/printed, any selection criteria required, modify field headings if needed, adjust any field widths (this may be needed after a preview of the report is performed), mark any breaks that are desired, and identify if the information should be expanded within the field to multiple lines or should be truncated – then select the "Preview" button to execute the query/report.

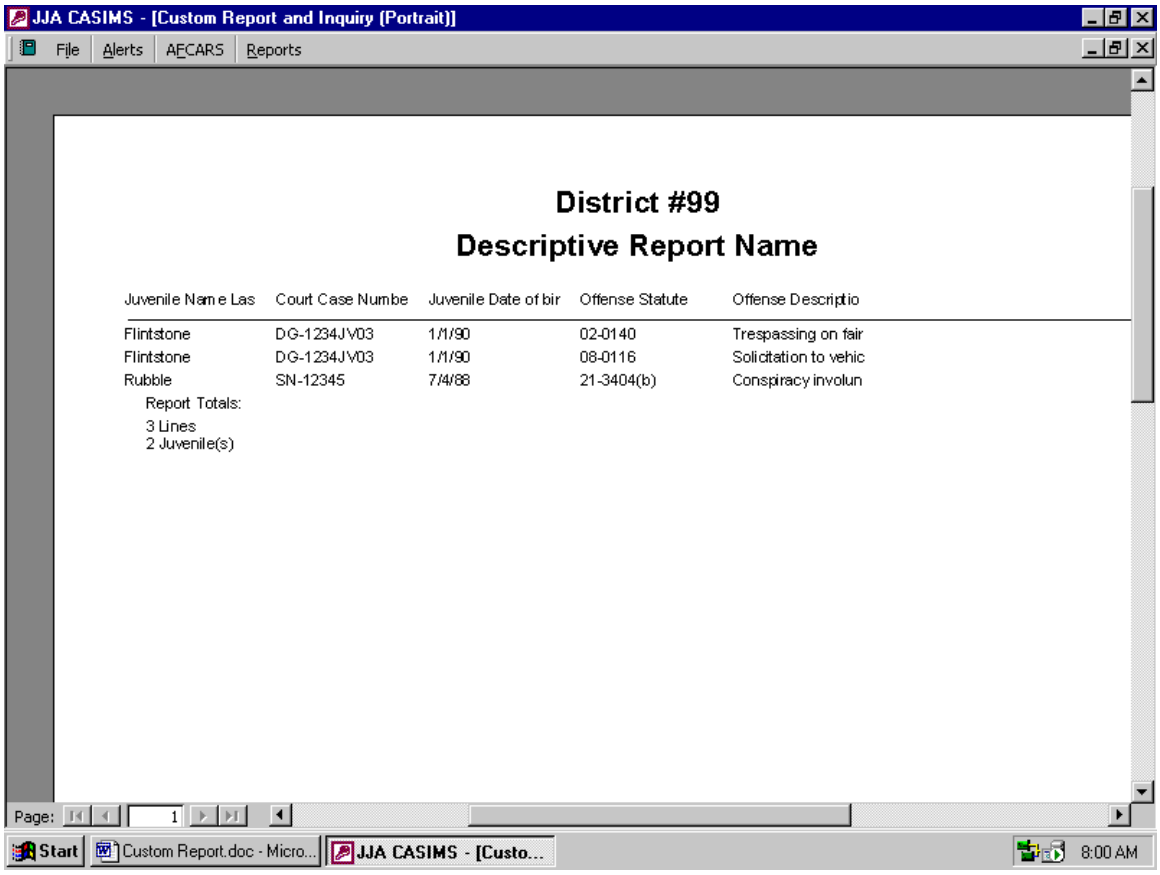
**Note:** Obtaining the desired display results may require many iterations of previewing the report after modifications are made. Modifications can be made to any of the fields prior to previewing the report. The report specifications (fields) will be saved upon exiting this process.

**Delete Report**
The delete button will delete the report/query that is displayed

**Preview/Print**
The reports can be previewed and then printed, or be printed without a preview. It is recommended as the query/report is being refined that all reports are reviewed. Once a report or query meets the desired results, it would then be timesavings to have the reports printed without a preview.

Each report generated with this tool will print the following disclaimer at the bottom of the report:
"All records or reports of law enforcement officers, agencies, diagnostic, treatment records, medical records, and municipal court records, concerning public offense committed by juvenile offenders shall be confidential and privileged and shall not be disclosed unless specifically authorized by K.S.A; 38-1607, 38-1608, and K.S.A. 38-1609".

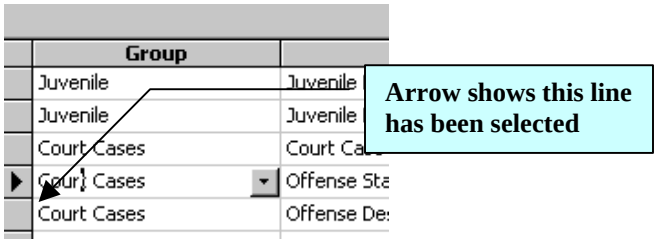
The following is an example of previewing a report:



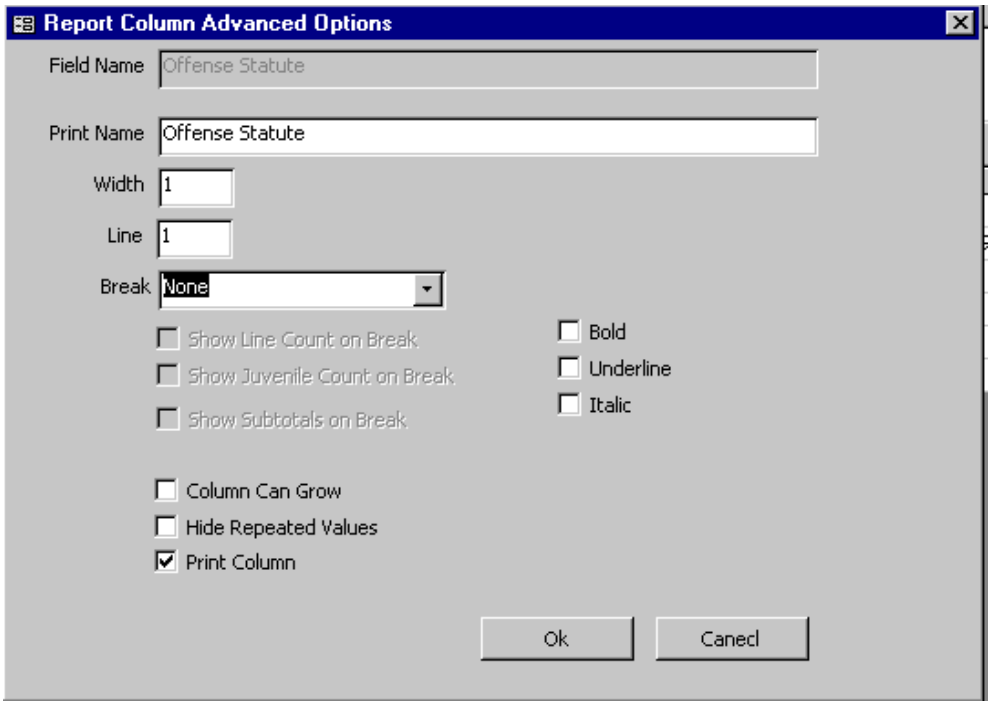

The report may be printed, may be cancelled for modifications, or may be transferred to MS Word™. And for those sites that are using Outlook™ for their e-mail, for those not using Outlook the document can be saved as a Word document and an e-mail can be created with the report attached.

## Advanced

Advanced functionality provides additional processing options to both specific fields within a query/report and the overall presentation of the query/report. Start by selecting the field name you wish to apply advanced functionality.




Then select the "Advanced" button in which the following pop-up screen appears:

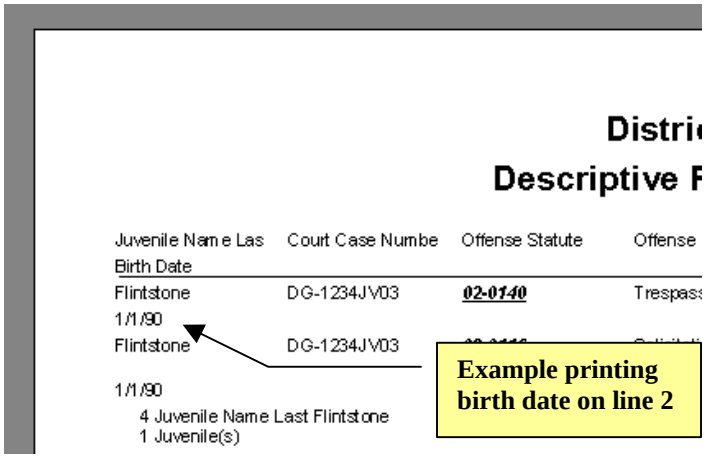



The "Field Name" reflects the Field Name from the selected line.

**Print Name**
This field identifies the column heading when this field is printed. An initial description will be entered automatically. The heading may be overtyped for entering custom headings or blanked out for no headings.

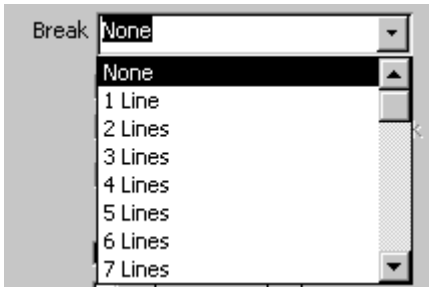
**Width**
This field identifies the printing width of the field. An initial width will be entered automatically. The widths are captured in inches (e.g.1 = one inch, 2 = two inches, 1.5 = one and one-half inch, etc.).

**Line**
This field identifies which report line the field is to be printed. (This is useful if the number of fields is greater than a single line and it is advantageous to place the extra information in following lines)

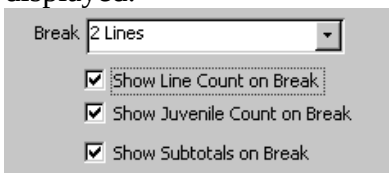



**Break**

This identifies there will be a break (blank line) when the value of the field changes. To mark a field for breaking the following fields the user needs to select the number of blank lines that are to appear after the break totals appear.




The identification of break line opens the options for selecting the type of totals to be displayed.

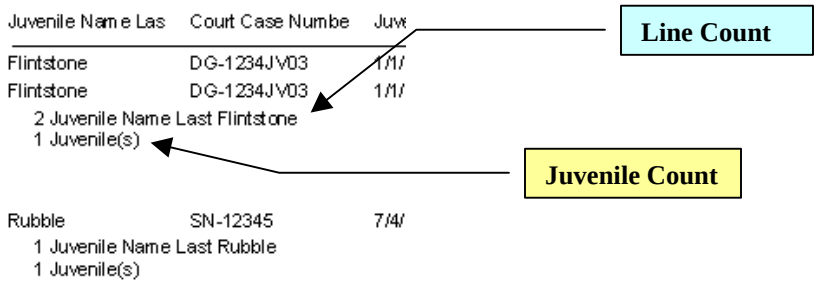



**Show Line Count on Break**

Displays the number of lines when the designated break occurs

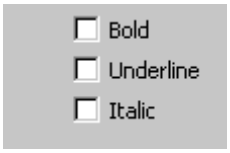
**Show Juvenile Count on Break**

Displays the number of juveniles processed within the designated break

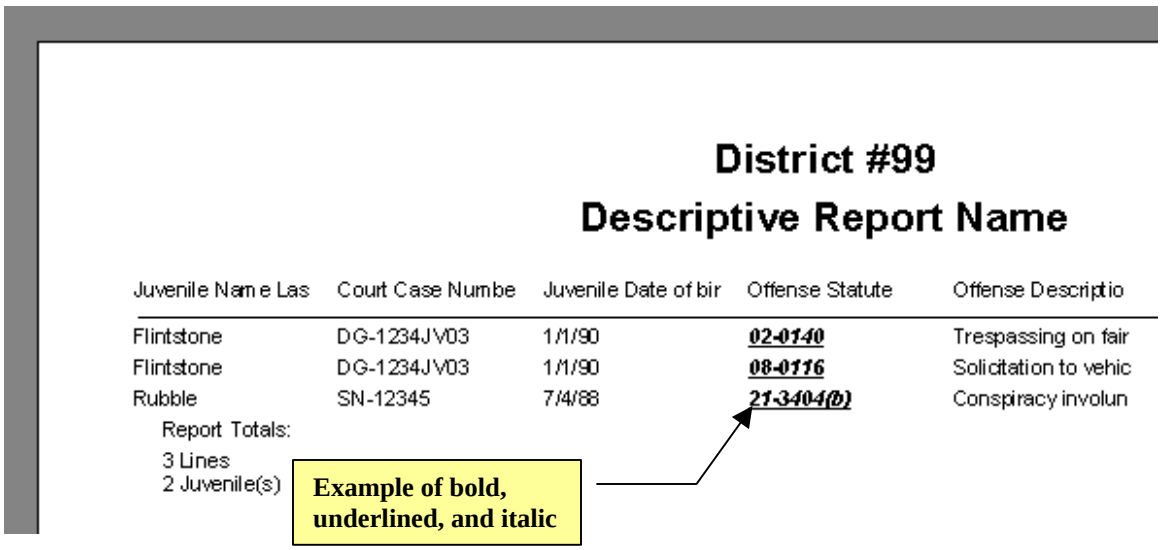



**Show Subtotals on Break**
Provides a subtotal for numeric fields

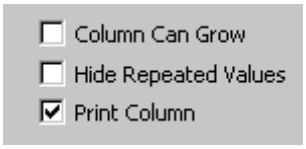
There are some attributes that may be applied to a selected field. These are accomplished by selecting the designated one:




The field may be set to Bold, may have an underline, and/or may be set to italics




The next set of advanced options address the columns associated with the selected fields of the report.



**Column Can Grow**
This field identifies the information should not be truncated but if the information reaches the defined width the remaining information should overflow into following lines, in the same column. (This is useful for narratives or long descriptions)

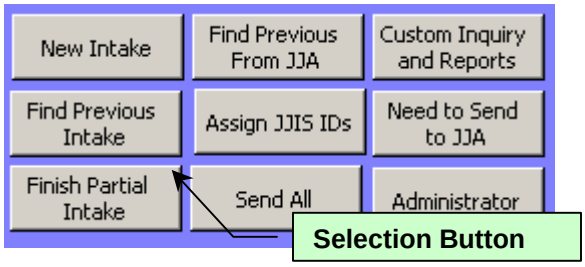
**Hide Repeated Values**
If the rows within the column are repeated only the first occurrence will be displayed versus the same information displayed on every line

**Print Column**
This is defaulted to yes for printing each column. You may suppress the printing of the column by removing the selection.

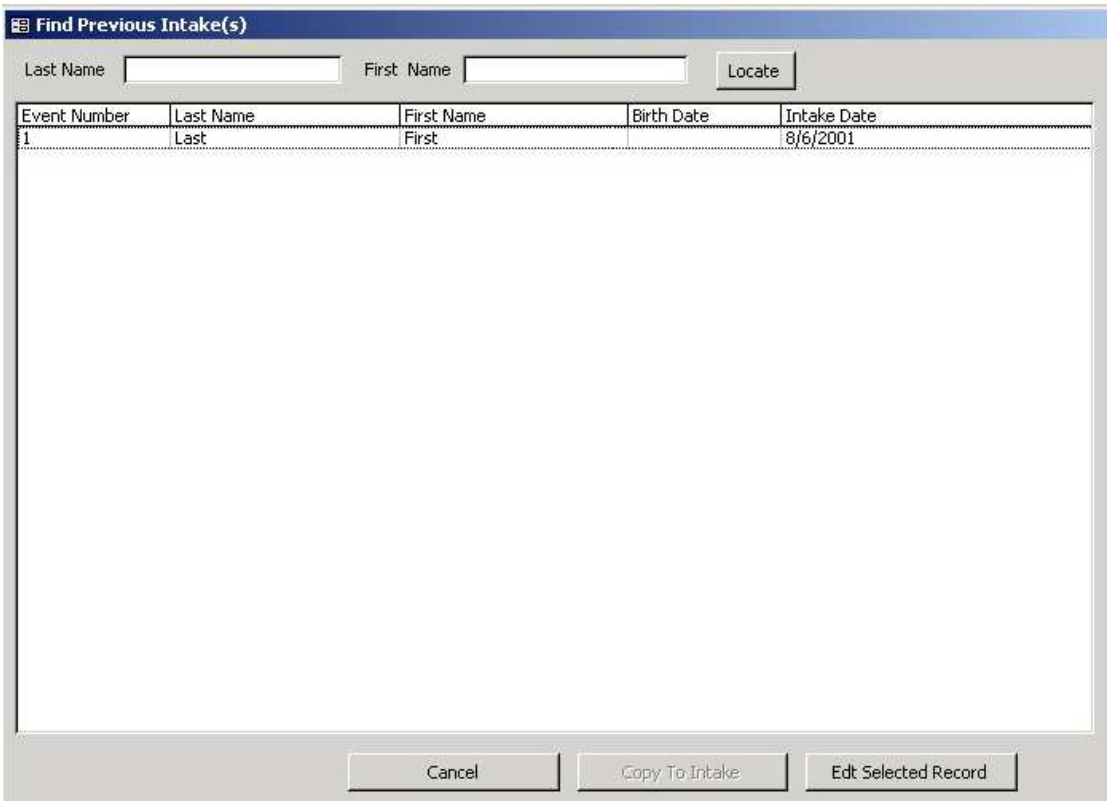
**Note:** There is a 1/2-inch margin on each side of the report, and 1/10 of an inch between each field. The form will be portrait for documents up to about 7.5 inches. As the document grows the document will be altered to a landscape format. The landscape format can handle about 10 inches. If the information is greater than the specified length of the field the information is truncated

# 9. FIND PREVIOUS INTAKE

The first step that might be used would be to select the Find Previous Intake button.



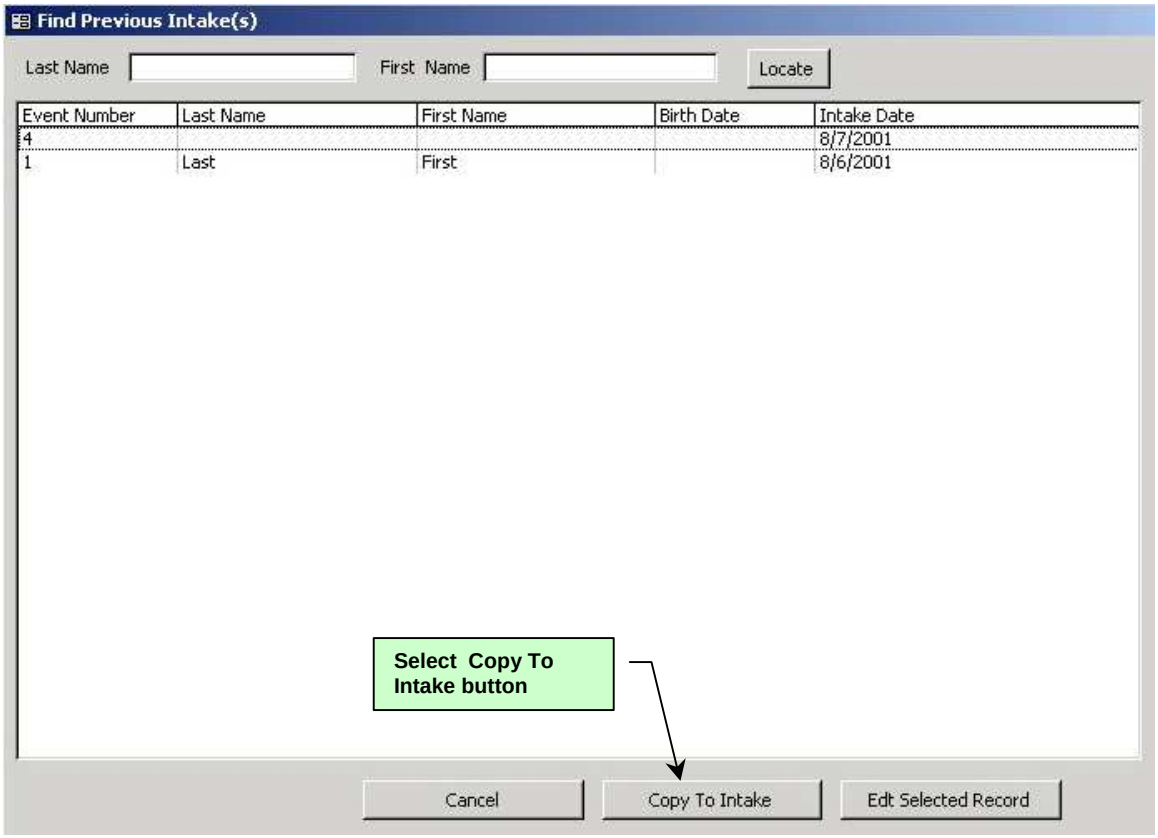

A screen will be displayed showing the intakes on the local database. From here, the find may be made more specific by entering the name. After identifying the youth that is being researched, select the event record and then select the View Selected Intake button. Notice the ability to copy to a new intake is disabled. The user can edit the selected intake.




If the youth has had a prior intake, it would be advantageous to not have to re-key specific information that will probably be common from one intake to another. The find of an intake can also be initiated from the intake processing screens by selecting the "Find" button. This will invoke the same find routine but will allow key information

from the found intake to be copied into the new intake, reducing the amount of data entry required.

After selecting the find intake button, the next step is to select the youth's prior intake by positioning the cursor on their name and left click the mouse. This will highlight the youth's record. Next select the Copy To Intake button.




Key information regarding the youth will be copied from a previous intake into the current intake. The intake worker may now verify for accuracy and edit for correctness.

**Last Name**
Key in the last name of the youth.

**First Name**
Key in the first name of the youth.

**Locate**
Button used to tell the application to search the local database for the youth. If both the last name and first name are blank all juvenile intakes will be displayed.

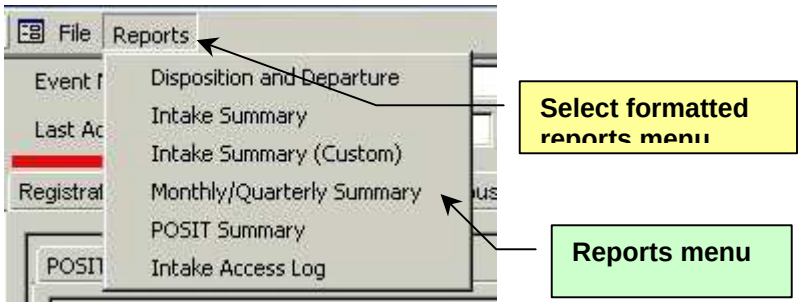
**Cancel**
Do not perform the search process and return to the menu.

**View Selected Intake**
Selects the intake and provides the information for viewing.

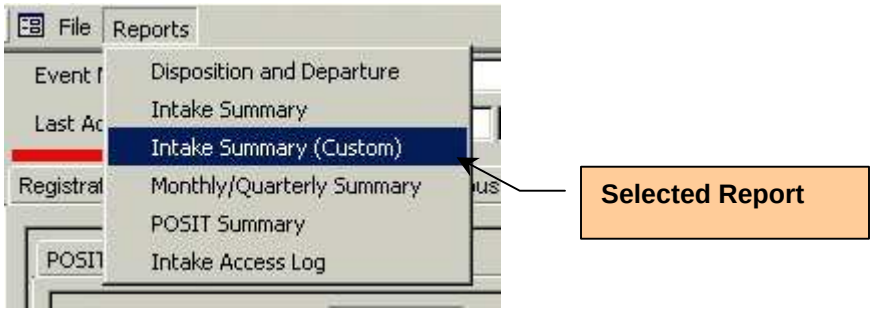
If the intake record was created prior to the changes for identifying intake type a message will be displayed:

# 10. REPORTS

There are numerous formatted reports available for printing. The reports menu is made available by selecting the File on the menu bar.




Select the report by placing the cursor on the report desired.

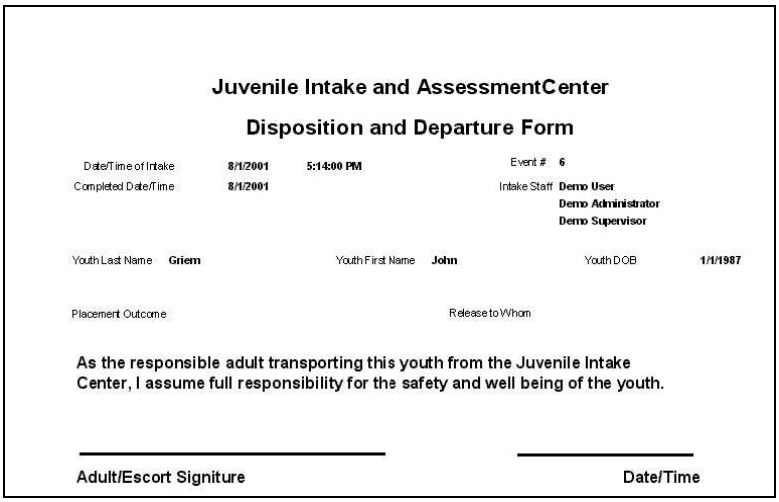



The report will be highlighted. Click the left button on the mouse. A report review will be provided. From here the user may print the report or return to the screen where the report request was originated.

# REPORT SAMPLES

## *DISPOSITION AND DEPARTURE*

The disposition and departure report is a release form



**Juvenile Intake and AssessmentCenter**

**Disposition and Departure Form**

Date/Time of Intake **8/1/2001** **5:14:00 PM** Event # **6**

Completed Date/Time **8/1/2001** Intake Staff **Demo User**
**Demo Administrator**
**Demo Supervisor**

Youth Last Name **Griem** Youth First Name **John** Youth DOB **1/1/1987**

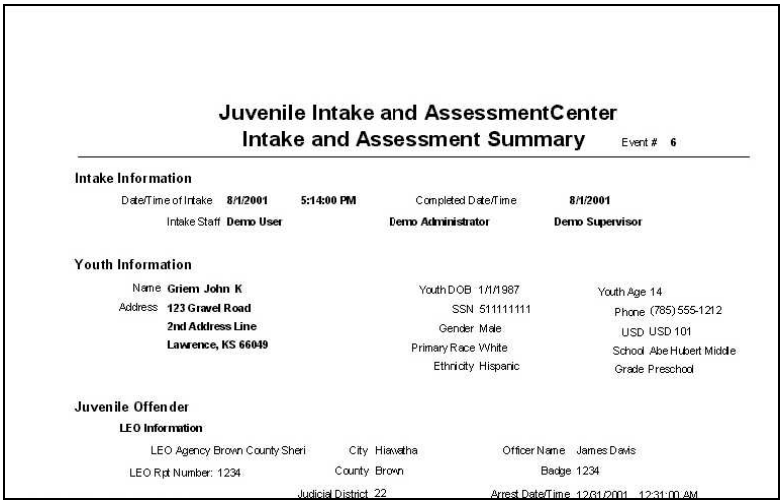
Placement Outcome Release to Whom

**As the responsible adult transporting this youth from the Juvenile Intake Center, I assume full responsibility for the safety and well being of the youth.**

**Adult/Escort Signiture** **Date/Time**

## *INTAKE AND ASSESSMENT SUMMARY*

The intake and assessment summary report provides all of the information captured



**Juvenile Intake and AssessmentCenter**

**Intake and Assessment Summary** Event # **6**

**Intake Information**

Date/Time of Intake **8/1/2001** **5:14:00 PM** Completed Date/Time **8/1/2001**

Intake Staff **Demo User** **Demo Administrator** **Demo Supervisor**

**Youth Information**

Name **Griem John K** Youth DOB 1/1/1987 Youth Age 14

Address **123 Gravel Road** SSN 511111111 Phone (785) 555-1212
**2nd Address Line** Gender Male USD USD 101
**Lawrence, KS 66049** Primary Race White School Abe Hubert Middle
Ethnicity Hispanic Grade Preschool

**Juvenile Offender**

**LEO Information**

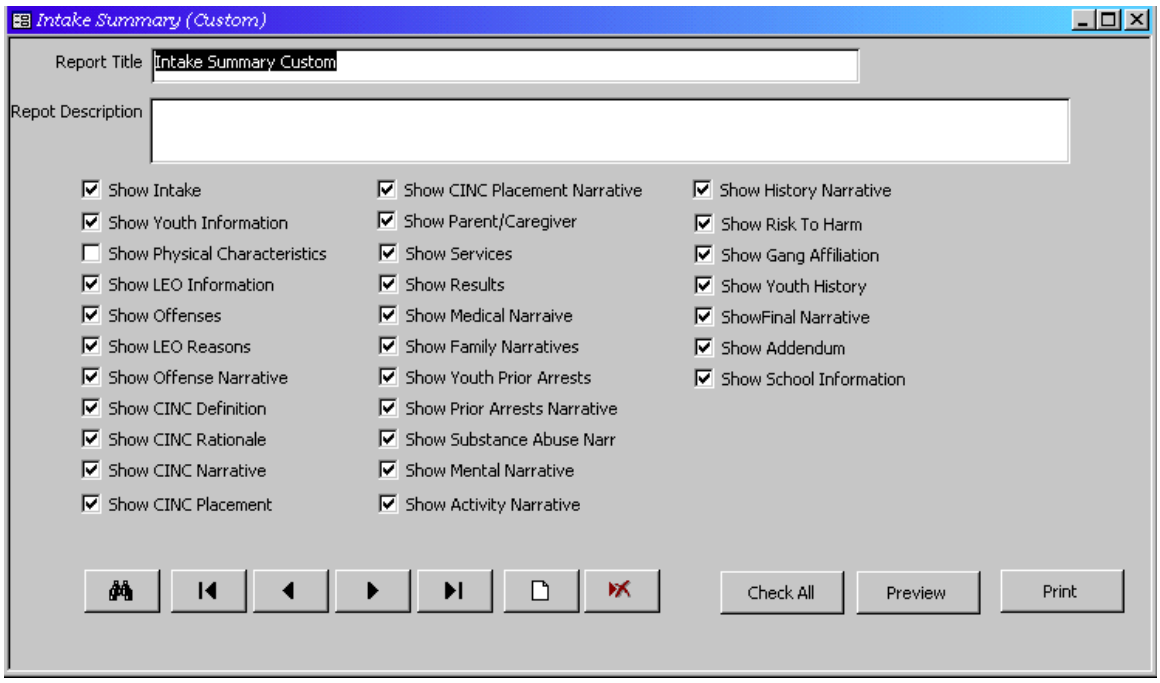
LEO Agency Brown County Sheri City Hiawatha Officer Name James Davis

LEO Rpt Number: 1234 County Brown Badge 1234

Judicial District 22 Arrest Date/Time 12/31/2001 12:31:00 AM

## *INTAKE SUMMARY CUSTOM*

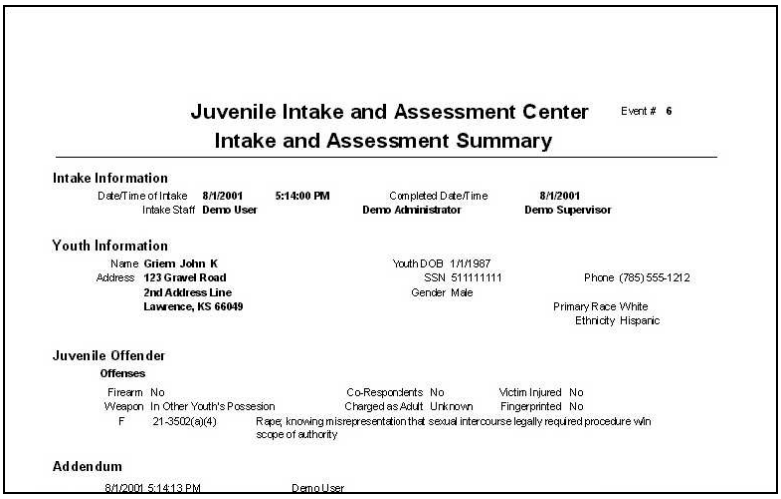
The intake summary custom report allows the user to select specific sections of the intake to be included. The versatility of this report allows not only the ability to customize the report but will retain the report request for future use. Once selected from the Reports Menu, an identification screen will be displayed.




**Report Title**
User provided report title that provides a brief description and for future reference

**Report Description**
User provided detailed description providing more information regarding the report

Place the cursor on the box of the sections that are desired to be placed on the report and click the left mouse button. After the selections are identified, select the Preview button. This will allow the user to preview and determine if the selections needs to be modified or if it is ready for printing.



**Juvenile Intake and Assessment Center** Event # 6

**Intake and Assessment Summary**

**Intake Information**

Date/Time of Intake **8/1/2001 5:14:00 PM** Completed Date/Time **8/1/2001**
Intake Staff **Demo User** **Demo Administrator** **Demo Supervisor**

**Youth Information**

Name **Griem John K** Youth DOB 1/1/1987
Address **123 Gravel Road** SSN 511111111 Phone (785)555-1212
**2nd Address Line** Gender Male
**Lawrence, KS 66049** Primary Race White
Ethnicity Hispanic

**Juvenile Offender**

**Offenses**

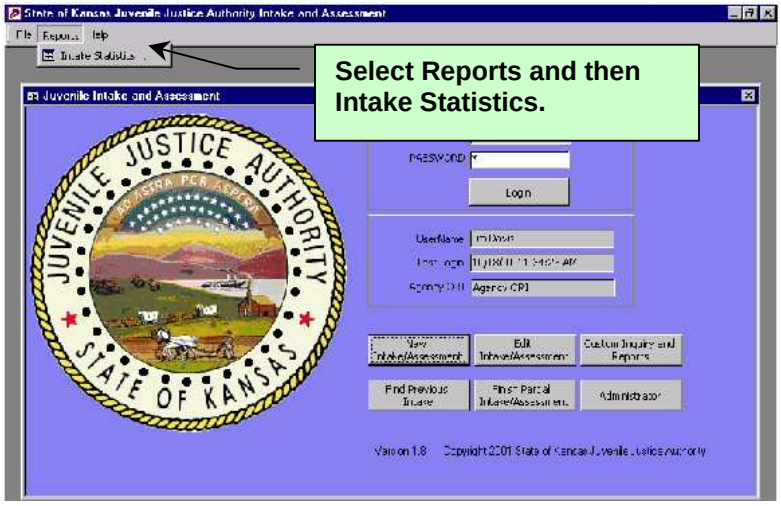
Firearm No Co-Respondents No Victim Injured No
Weapon In Other Youth's Possesion Charged as Adult Unknown Fingerprinted No
F 21-3502(a)(4) Rape; knowing misrepresentation that sexual intercourse legally required procedure w/in scope of authority

**Addendum**

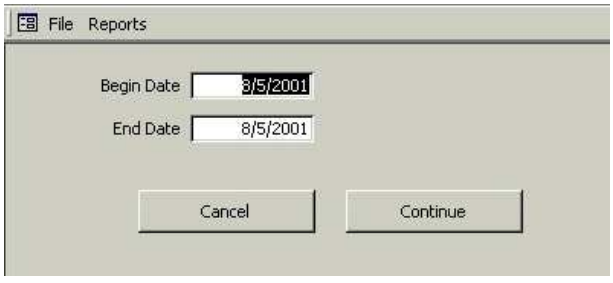
8/1/2001 5:14:13 PM Demo User

## *MONTHLY/QUARTERLY SUMMARY*

The monthly / quarterly summary report provides a summary of intake activity. This report is accessed only from the sign-on screen by selecting Reports and then Intake Statistics. Note – all other formatted reports are accessed from the main body of screens.




The first screen displayed is to enter begin and end dates the report is to report. After entering the dates, select the Continue button.



The report will provide the number of juvenile offender intakes and the number of CINC intakes that occurred during the timeframe specified.

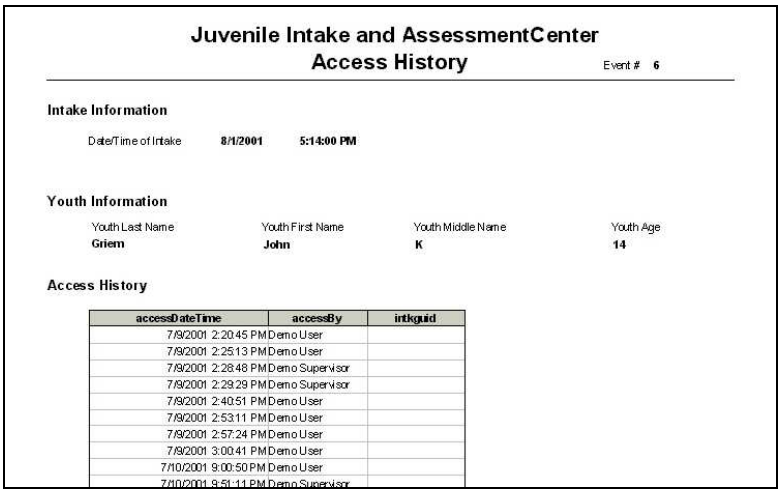
Request for 1/1/2005
through 12/31/2005

**Juvenile Intake and Assessment**
**Intake Statistics District #02**

| Demographic Information | Juvenile Offender | Status Offender | Non Offender |
|---|---|---|---|
| 1. Total number of intakes for period | 1 | 0 | 0 |
| 2. Number by sex | | | |
| a. Male | 1 | 0 | 0 |
| b. Female | 0 | 0 | 0 |
| 3. Number by Race | | | |
| a. Asian | 0 | 0 | 0 |
| b. Black | 0 | 0 | 0 |
| c. American Indian/alaskan Native | 0 | 0 | 0 |
| d. Hawaiian/Pacific Islander | 0 | 0 | 0 |
| e. White | 1 | 0 | 0 |
| f. Unknown | 0 | 0 | 0 |
| 4. Reason for Referral | | | |
| a. Total number of felonies | 0 | 0 | 0 |
| (1) Person Offense | 0 | 0 | 0 |
| (2) Property Offense | 0 | 0 | 0 |
| b. Total number of misdemeanors | 0 | 0 | 0 |

## *POSIT SUMMARY*

The POSIT summary report provides the POSIT total information in report form.



**Juvenile Intake and AssessmentCenter**
**Access History** Event # 6

**Intake Information**

Date/Time of Intake 8/1/2001 5:14:00 PM

**Youth Information**

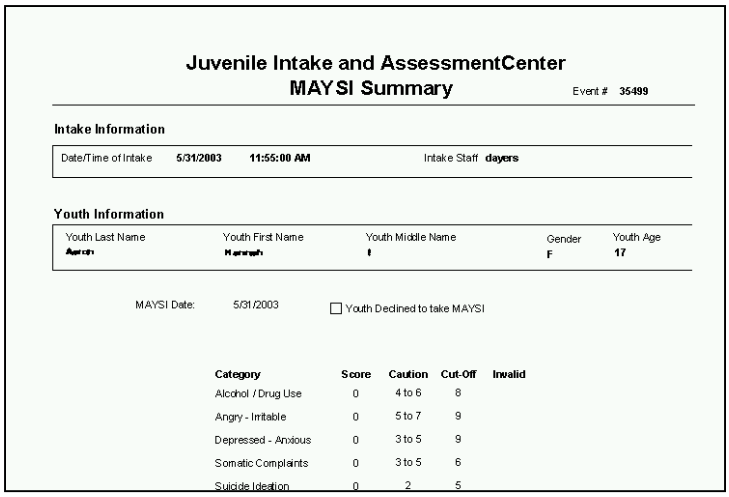
| Youth Last Name | Youth First Name | Youth Middle Name | Youth Age |
|---|---|---|---|
| Griem | John | K | 14 |

**Access History**

| accessDateTime | accessBy | intkguid |
|---|---|---|
| 7/9/2001 2:20:45 PM | Demo User | |
| 7/9/2001 2:25:13 PM | Demo User | |
| 7/9/2001 2:28:48 PM | Demo Supervisor | |
| 7/9/2001 2:29:29 PM | Demo Supervisor | |
| 7/9/2001 2:40:51 PM | Demo User | |
| 7/9/2001 2:53:11 PM | Demo User | |
| 7/9/2001 2:57:24 PM | Demo User | |
| 7/9/2001 3:00:41 PM | Demo User | |
| 7/10/2001 9:00:50 PM | Demo User | |
| 7/10/2001 9:51:11 PM | Demo Supervisor | |

## *MAYSI SUMMARY*

The MAYSI summary report provides the MAYSI total information in report form.



Juvenile Intake and AssessmentCenter
MAYSI Summary

Event # 35499

**Intake Information**

Date/Time of Intake 5/31/2003 11:55:00 AM Intake Staff dayers

**Youth Information**

| Youth Last Name | Youth First Name | Youth Middle Name | Gender | Youth Age |
|---|---|---|---|---|
| [redacted] | [redacted] | [redacted] | F | 17 |

MAYSI Date: 5/31/2003 ☐ Youth Declined to take MAYSI

| Category | Score | Caution | Cut-Off | Invalid |
|---|---|---|---|---|
| Alcohol / Drug Use | 0 | 4 to 6 | 8 | |
| Angry - Irritable | 0 | 5 to 7 | 9 | |
| Depressed - Anxious | 0 | 3 to 5 | 9 | |
| Somatic Complaints | 0 | 3 to 5 | 6 | |
| Suicide Ideation | 0 | 2 | 5 | |

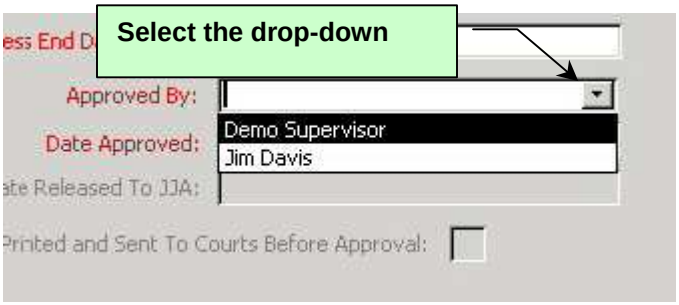
## *INTAKE ACCESS LOG*

The application maintains an access log report showing the users who accessed the intake, and when they accessed the intake. This is used as an access audit trail.

# 11. SUPERVISOR APPROVAL

The intake is not considered complete until all of the required fields are entered and there is supervisor approval. The approval cannot occur until all of the required fields are complete. The supervisor will use the Finish Partial Intake/Assessment process to select the intake for review. Approval is made by the supervisor selecting the "Approved By:" the supervisor name from the drop-down selection.

The drop-down will display the supervisors assigned to the application. The supervisor that approved the intake is selected by placing the cursor on the approving supervisors name and then left-click the mouse button.




The name and the date approved are populated into their respective fields.

The intake is now ready to be uploaded to the central data repository (Update JJIS).

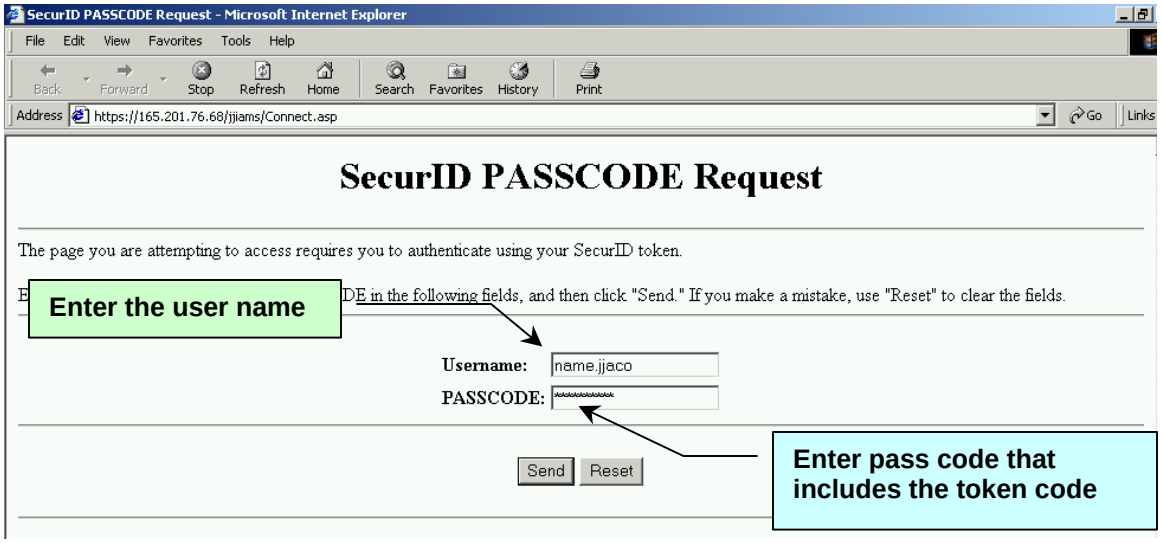
# 12. CENTRAL OFFICE DATA WAREHOUSE

The information retained on this application is maintained on the Juvenile Justice Central Office data warehouse in addition to the local database. Juvenile Offender information is captured and made available for access on the data warehouse. A Juvenile Justice Information Services Identification (JJISID) number is assigned to each juvenile for tracking purposes. The data warehouse can be used for accessing prior intakes, for searching for prior intakes from other intake centers, for identifying a prior intake's assigned JJIS identification number, for providing key information to the Community Case Management Agency application or the Juvenile Correction Facility application, and for providing statistical information for the central office.

## *CONNECTING TO THE INTERNET*

When you select Get JJISID or Update JJIS from any of the intake forms, the system checks to see if you have a secure connection to the JJA restricted internet site. If you do, you will be taken directly to the selected screen. If not, the system will automatically initiate the Microsoft Internet Explorer browser (5.0) or greater and link the user to the JJA restricted Internet site. The following screen will be displayed:

This screen requires the user to enter their name and their password. The password is a combination of a user-defined set of numbers combined with the numbers obtained from their security token.

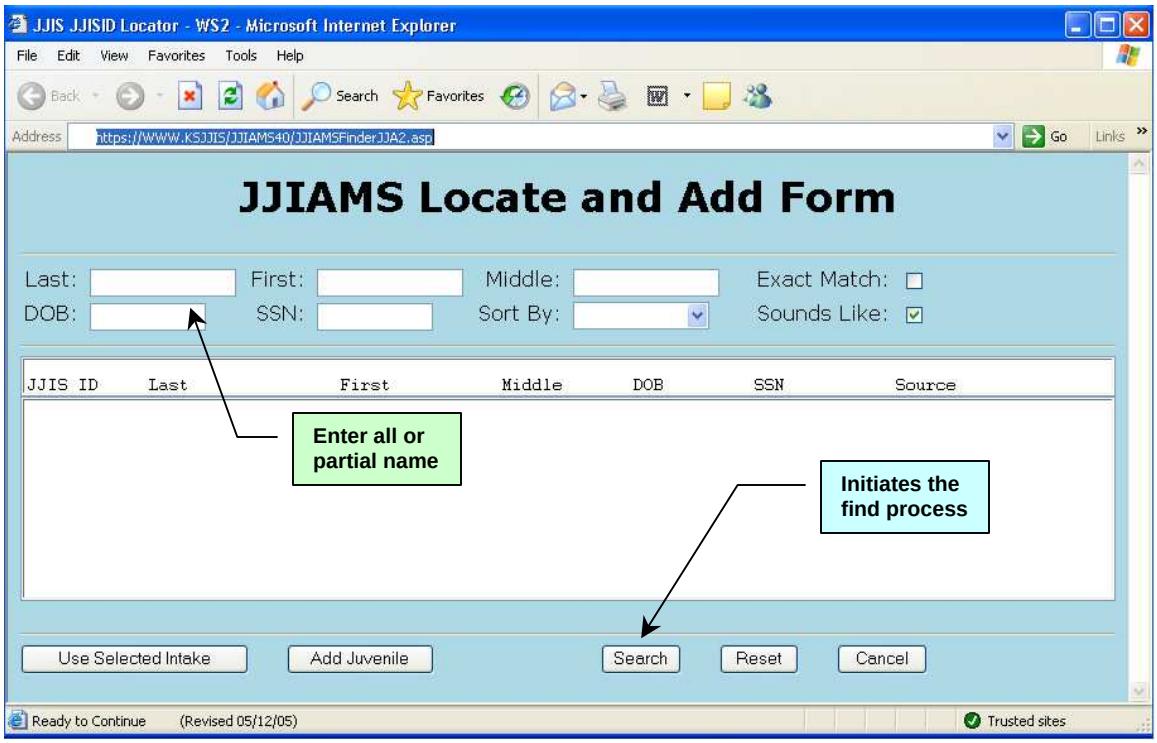



After successfully obtaining a secured sign-on, the following screen will be displayed.

## *FIND JJIS ID*

The ability to search the JJA Central Office data warehouse is initiated by placing the cursor on the Find JJIS ID button and left-click the mouse button.

After connecting to the Internet (explained previously) is complete a search screen will be displayed.

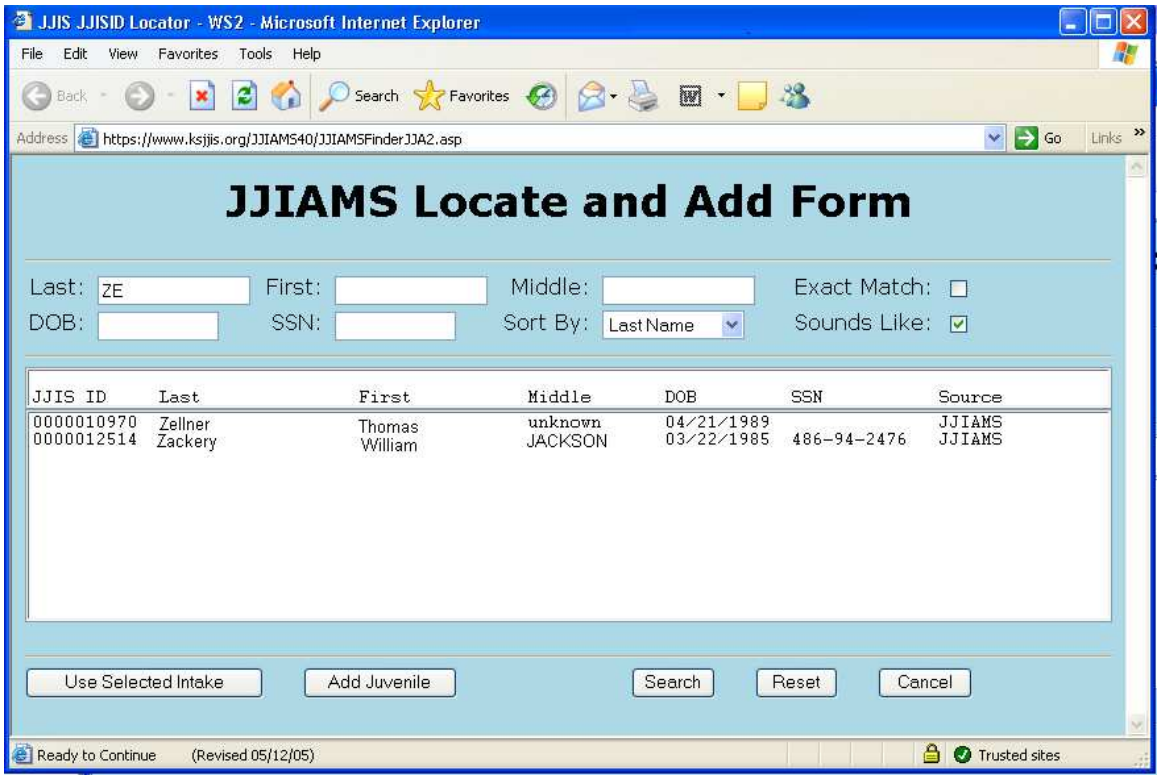



There are 2 check boxes in the upper right of the form.

If the user checks the “Exact Match” then the form will only display juveniles who’s name and DOB match exactly.

The “Sounds Like” check box is automatically checked. When it is checked, all juvenlles who’s name resimbles the juveniles name will be displayed. For instance, if the user types in Smith, then all juvniles with the last name of Smith, Smythe, and Smithe will be diaplayed. If the user uncehcks “Sounds Like” then the system compares what the user types in against the first part of the name. For example, if the user types Jon, the system will display Jonson, Jones, and Jonnish

Leaving the name fields blank will return the list of juvneile offenders from the beginning of the alphabet when the “Search” button is clicked.

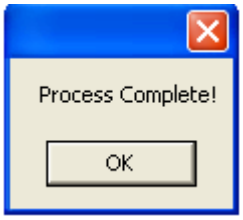



If the intake is for a juvneile who has not been previously entered into the JJIS system, click the "Add Juvenile" button and the juvenile will be added and the JJIS ID will be returned to JJIAMS.

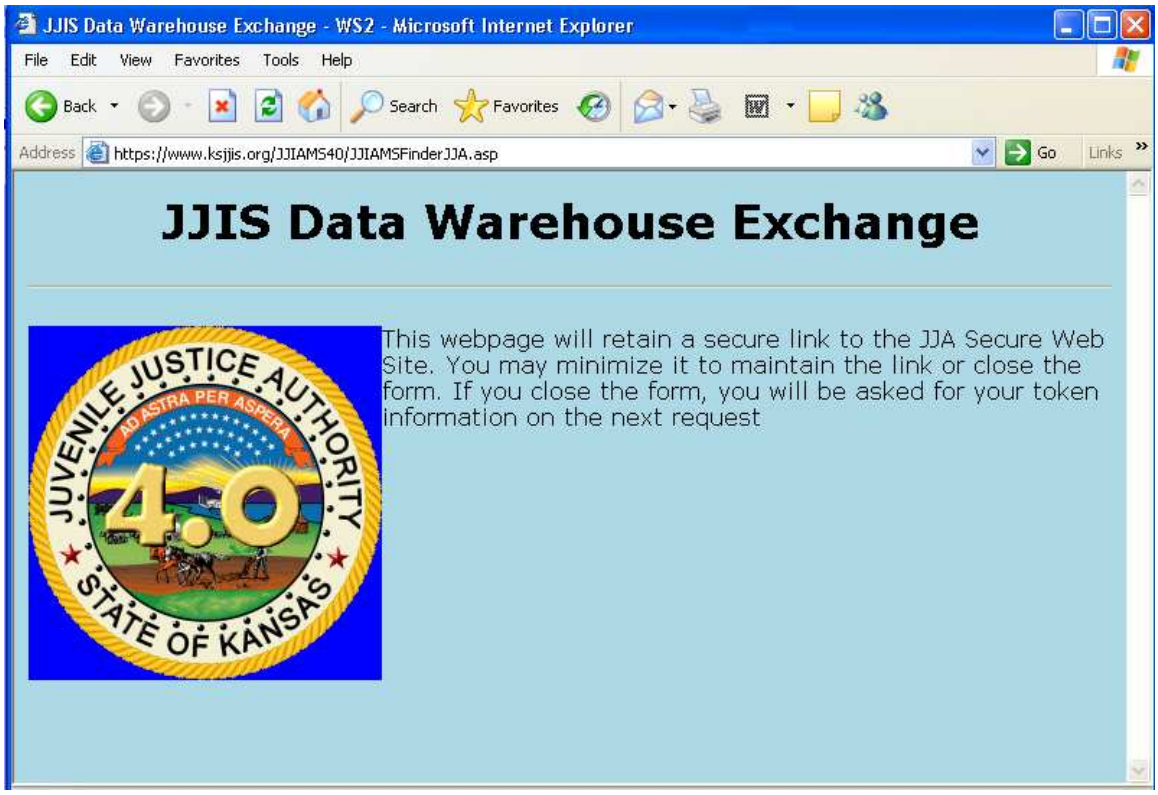
If the juvenile has been previously entered into the JJIS system and is in the list presented, select the juvenile and click the "Use Selected Intake" button.

The system will prevent duplicates based on SSN.

If the intake is new and the juvenile offender found on the central office data warehouse key information may be copied to the current intake to minimize keying information. The following will appear prior to returning to the intake screens.



You may see the following screen depending on the version of Microsoft Windows and Microsoft Internet Explorer you are using. If the screen is displayed, click minimize the form to retain your secure link to the JJA restricted Internet site. As long as you maintain your connection, you will not be prompted for your token information again.

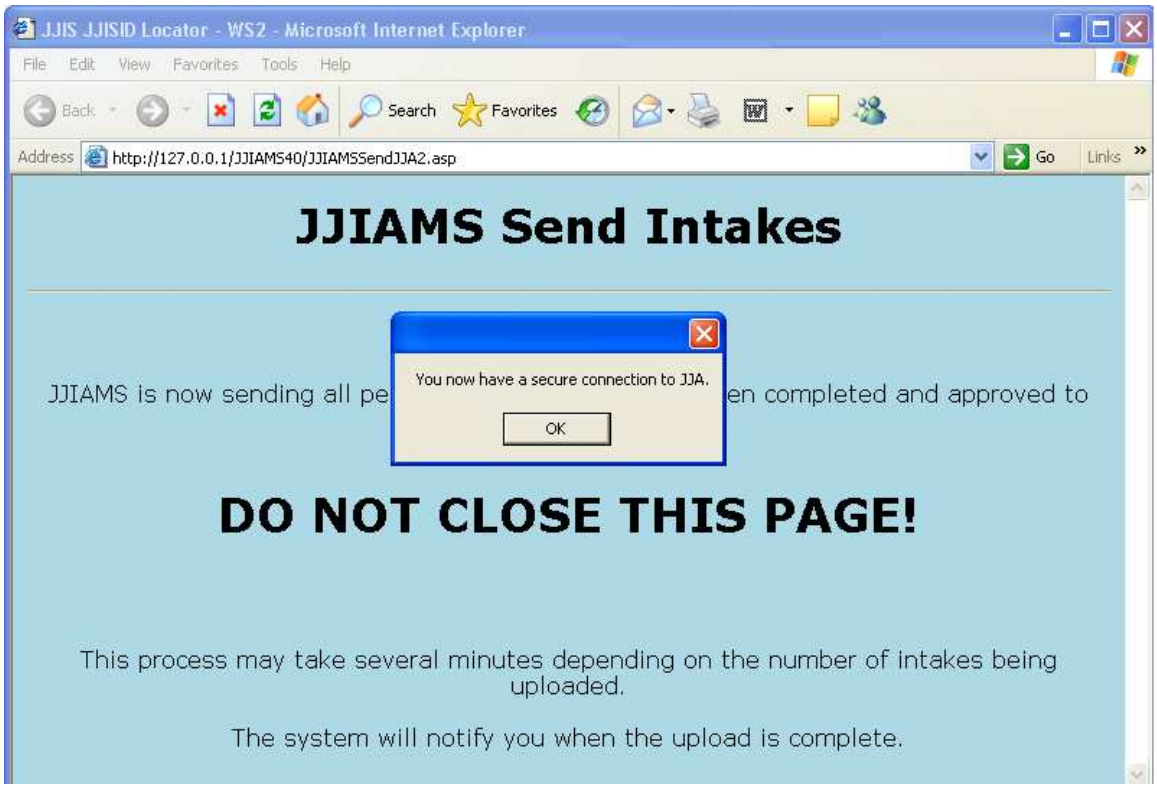


## *UPDATE JJIS*

After the intake is complete and the supervisor has approved, the intake is transferred to the central office data warehouse. If the juvenile is new to the system, a new JJISID is assigned. If the juvenile has had prior intakes, the option of associating the JJISID number is provided. This JJISID number is returned to the original intake for updating purposes. The user begins the process by selecting the "Update JJIS" button.

When the "Update JJIS" option is selected, the system verifys a secure connection to the JJA restricted website. If the secure connection does not exist, the user will be prompted for the security token User ID and Password as illustrated above.

If the intake has been assigned a JJISID, the following screen will be displayed.

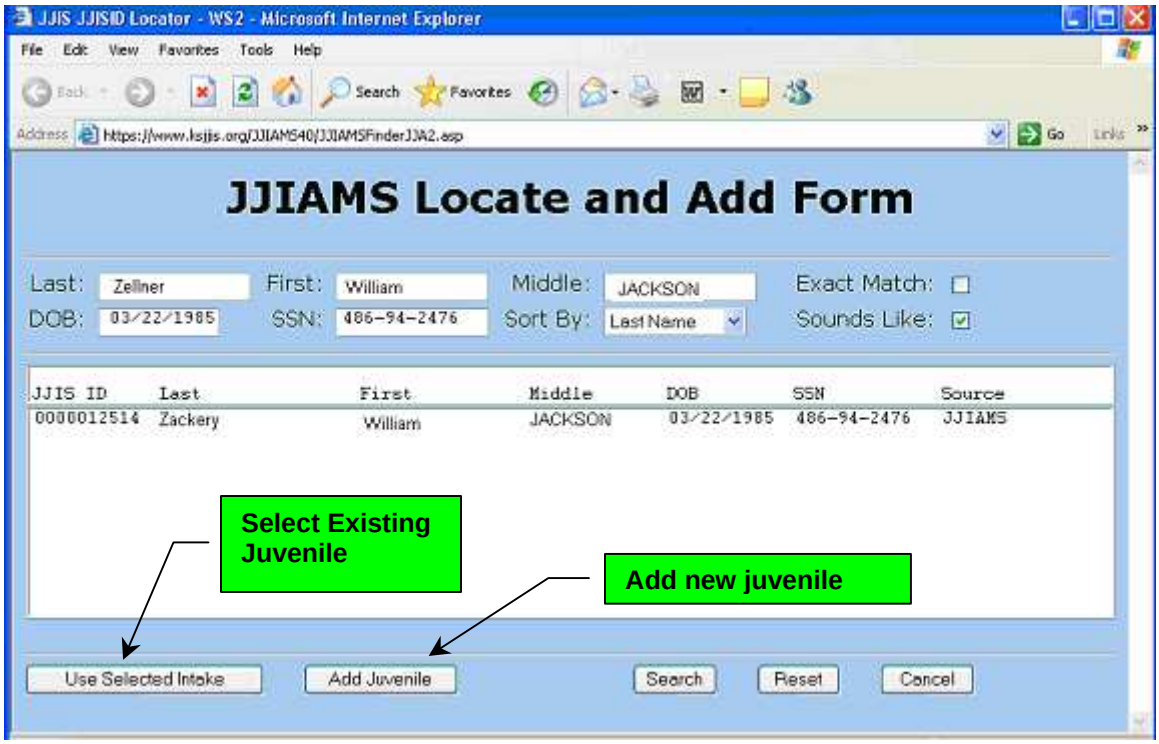



Click OK to continue the upload process. This process may take a few minutes.

When the upload is complete, the following message will be displayed:

If the JJIS ID had not been assigned at the time the user clicks the "Update JJIS" button, a form similar to the "Find JJIS ID" form will be displayed allowing the user to select an existing JJIS ID or add a new one. The JJISID will be entered into the Intake and the intake will be uploaded to JJA.

This process works the same as identified in the "Find JJIS ID" with the difference of not being able to copy but to either select an existing juvenile or to add a new juvenile.



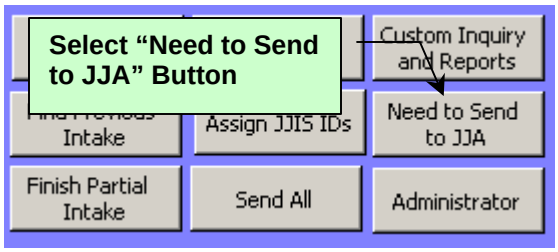

The form will have the name, dob, and SSN for the juvenile being sent to JJA. If the juvenile exist in the JJIS system, their information will be displayed in the list. If the juvenile exists, place the cursor on the juvenile line and select the "Use Selected Intake" button. The juvenile will be added with the current JJISID associated with the record. If the "Add Juvenile" button is selected, this is an indication the juvenile is new to the

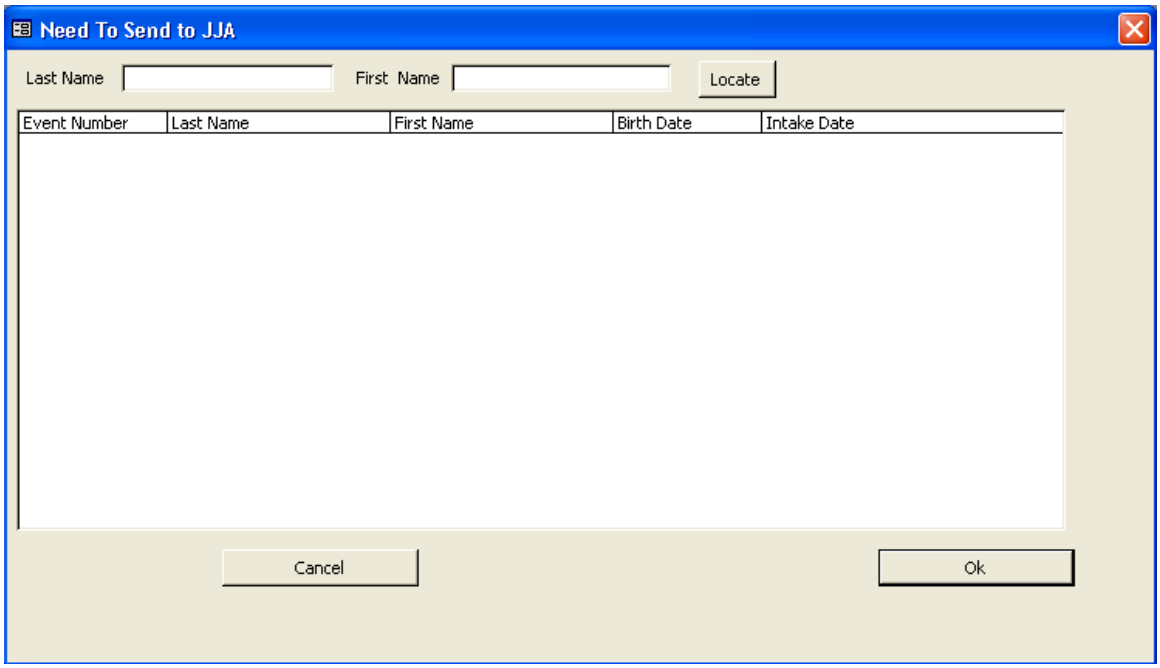
system and a new JJISID will be assigned. The remaining functions are described in the "Find JJIS ID".

Note: With the Send All ability, the use of doing a juvenile on an individual basis is not necessary but remains an option

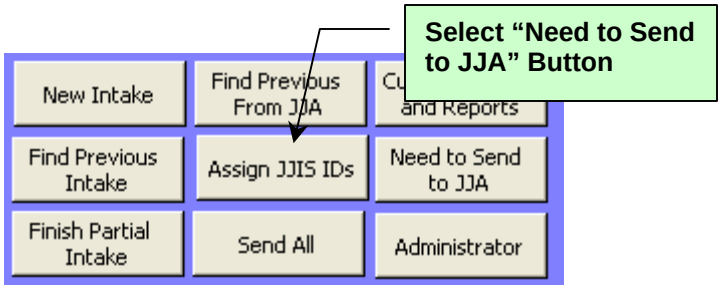
## *IDENTIFYING INTAKES APPROVED BUT NOT SENT*

The ability to upload to the central office data warehouse is performed within the core application (see section **5 -** Page Descriptions). There is the option of identifying those intakes in which all of the required data has been captured and supervise approved but the intake has not been updated to the central office data warehouse. Displays of these intakes are initiated by placing the cursor on the "Need to Send to JJA" button and click the left mouse button.

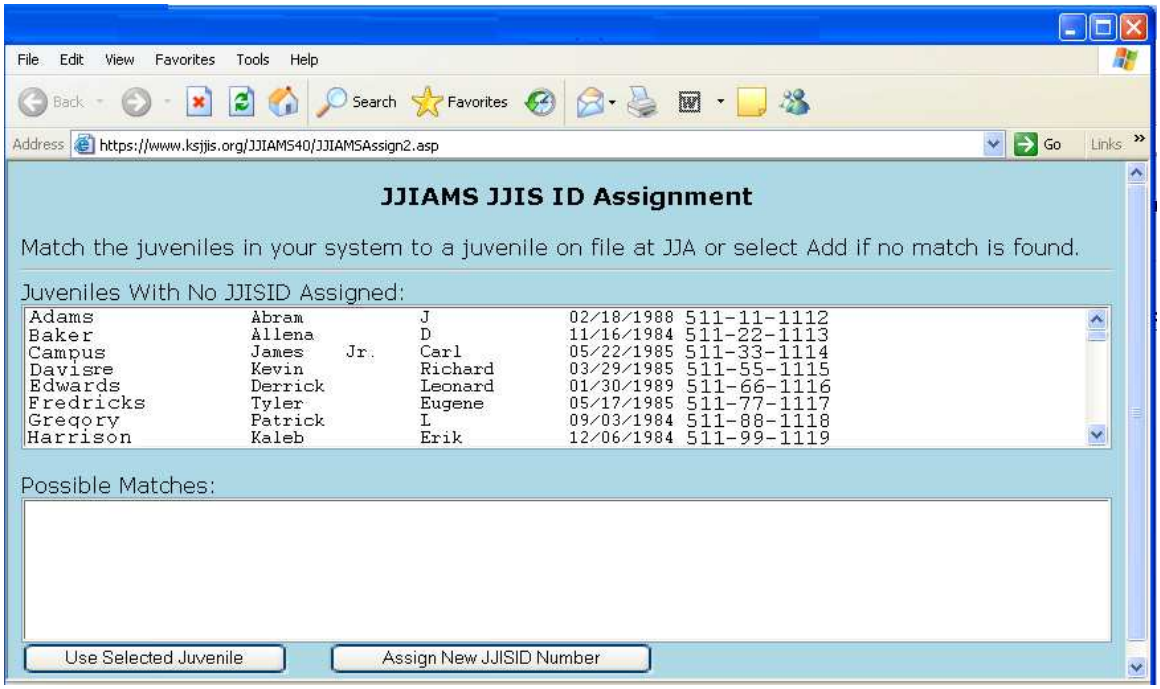


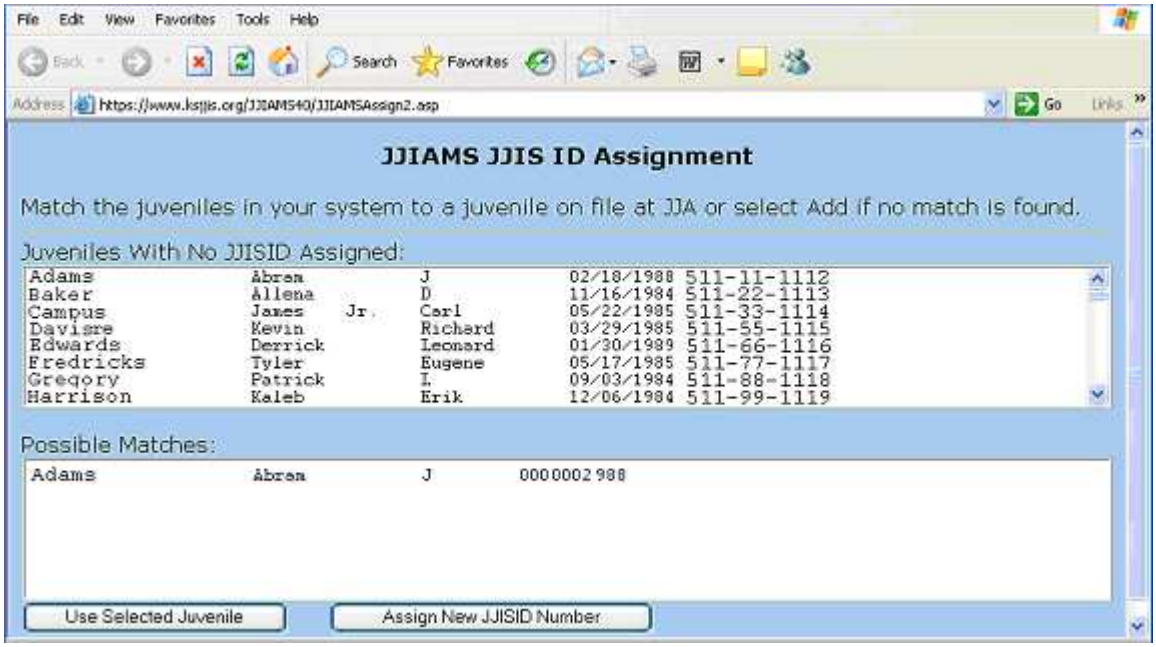

This selection will provide a screen of intakes where all of the data has been captured but no upload has occurred. Select the JO desired and select the OK button. This will open the record in which the upload central office data warehouse can then occur.




Assign JJIS IDs allows the user to assign the JJIS ID for several juveniles at once. When Assign JJIS IDs is selected from the login screen, the system checks for a secure connection to the JJA restricted website. If the secure connection is not present, the secrurity token information is requested. Once a secure connection is identified,

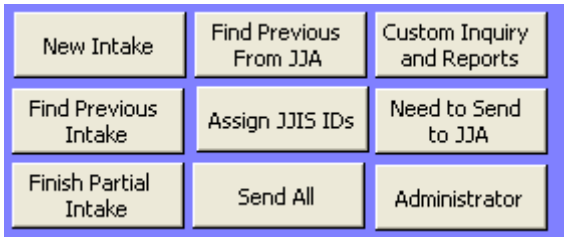



The top list shows all the intakes that do not have a JJIS ID assigned. Click on one of the intakes listed in the top list and the possible matches at JJA will be displayed in the bottom list.



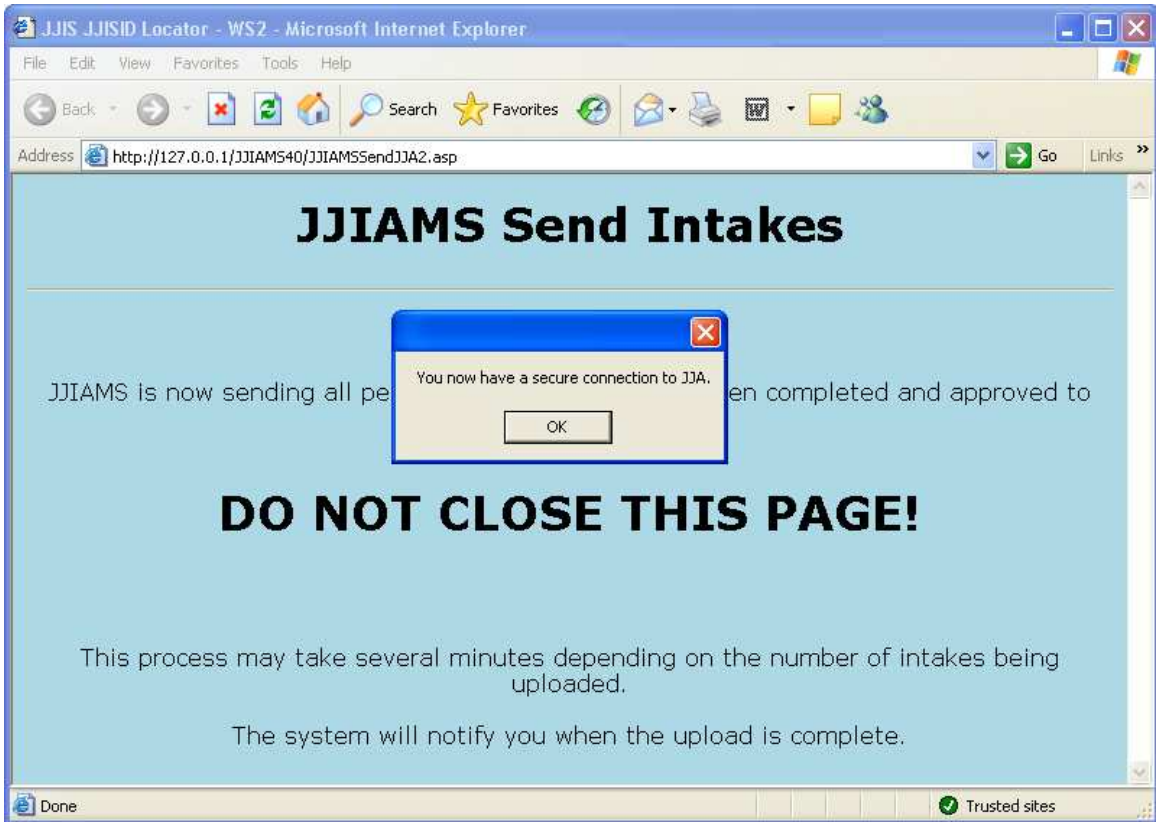

If the juvenile does not appear in bottom list, the user can click the "Assign New JJISID Number" button and a new JJIS ID will be assigned and the intake will be removed from the top list.

If the juvenile appears in the bottom list, select the line that matches and click the "Use Selected Juvenile" button. The JJIS ID from the selected line will be assigned to the intake. The intake will be removed from the top list.




The "Send All" option on the Login screen allows the user to send all pending intakes to JJA at one time. It will only send intakes that have all the required (red) fields filled in and meet all the validation criteria (i.e. the arrest date is before the intake begin date). The intakes have the JJISID assigned prior to selecting the "Send All" button.

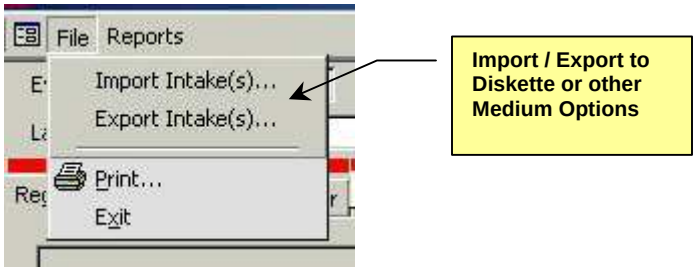
The screens displayed are the same as the ones displayed if you select “Update JJIS” for a juvenile with their JIIS ID assigned.




Click OK to continue the upload process. This process may take a few minutes. When the upload is complete, the following message will be displayed:

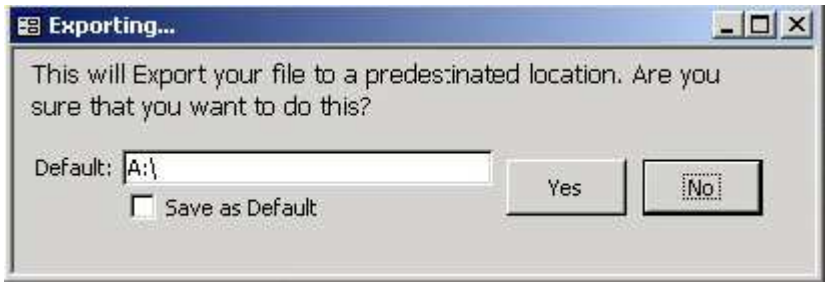
# 13. IMPORT / EXPORT

There will be times when the need arises to capture an intake on a diskette or other medium, or to obtain an intake from a diskette. The ability to easily transfer an intake from one computer to another using a diskette or e-mail is as easy as point-and-click. By placing the cursor on the File, a menu is displayed offering the options of importing an intake from a diskette or exporting the intake to a diskette or other file medium.




## EXPORT

Selecting the export option will present a screen that will allow the user to specify the location where the intake is to be exported. The default is associated with the option page in the table maintenance under the Administration functions. The user may change the default receiving path and save it as a default for future use.



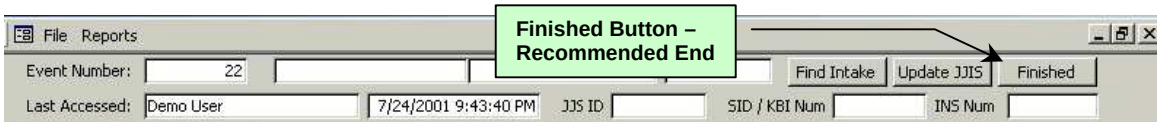

## IMPORT

Selecting the import option will present a screen that will allow the user to specify the location where the intake is to be imported. The default is associated with the option page in the table maintenance under the Administration functions. The user may change the default path where the intake is to come and save it as a default for future use. The user may also delete the input file after the intake has been loaded.

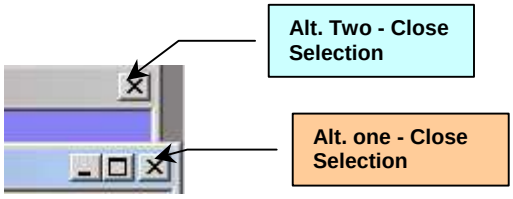
Caution should be used if the delete files box is selected.
The process is designed to prevent duplicate intakes from being loaded.

# 14. FINISHED

When the user has finished and wish to exit, the recommended way is to select the "Finished" button. This will save the information and return the user back to the sign-on menu.




Exiting may also occur by selecting File and then Exit. Another way of exiting is to select one of the close options. Alternative one will return the user back to the menu. The File/Exit and the alternative two close selection will terminate the user's session.



# 15. GUIDELINES

The Juvenile Justice Authority central office provide guidelines in which intake centers are provided to assist in meeting expectations. These guidelines will be updated as the Intake Directors and JJA Central Office identify the need for them.

1. Intakes are to be completed within an average of 3 business days after the initiation of the intake. This includes the uploading of the intake to the JJA Central Office data warehouse (although this will be a near future function). Periodic intake center audits may occur to address issues regarding this process.

2. The POSIT is a voluntary brief screening tool designed for adolescents 12 through 19 years of age to identify problems requiring an in-depth assessment and potentially a need for treatment. The POSIT will not be administered to those youth: 1) physically unable to answer the questionnaire, 2) incapable of understanding written or spoken English or Spanish, 3) from out-of-state, 4) under 13 years of age, 5) if the intake worker believes administration is inappropriate, or 6) if youth refuses to complete the instrument.

3. The MAYSI-2 is a paper-and-pencil self-report inventory of 52 questions. Youths circle "yes" or "no" concerning whether each item has been true for them "within the past few months." The MAYSI-2 requires a fifth grade reading level and takes approximately 10-15 minutes to complete. Scoring of MAYSI scales requires about 3 minutes.

**MAYSI-2 Scales**

| | |
|---|---|
| ***Alcohol/Drug Use*** | Frequent use of alcohol/drugs |
| | Risk of substance abuse |
| ***Angry-Irritable*** | Experiences frustration, lasting anger, moodiness |
| | Risk of angry reaction, fighting, aggressive behavior |
| ***Depressed-Anxious*** | Experiences depressed and anxious feelings |
| | Risk of depression or anxiety disorders |
| ***Somatic Complaints*** | Experiences bodily aches/pains associated with distress |
| | Risk of psychological distress not otherwise evident |
| ***Suicide Ideation*** | Thoughts and intentions to harm oneself |
| | Risk of suicide attempts or gestures |
| ***Thought Disturbance*** | (Boys only) unusual beliefs and perceptions |
| | Risk of thought disorder |
| ***Traumatic Experiences*** | Questions refer youths to "ever in the past," not "in the past few months" |
| | Lifetime exposure to traumatic experiences (e.g., abuse, rape, observed murder) |

The MAYSI-2 is designed to assist juvenile justice facilities in identifying youths 12 to 17 years of age who may have special mental health needs. It is intended for use at any point in the juvenile justice system

# 16. GETTING HELP

The Juvenile Justice Authority central office provides help desk support and will be the focal point to assist users that are encountering problems. The JJA Help Desk will act as a "one stop shopping" for obtaining user assistance in addressing problems ranging from hardware problems to accessing the JJIS web site and JJIS-Mail to local applications. The JJA Help Desk will have staff between 8 AM and 5 PM on business days. Voice mail is available for leaving messages. The number is 785-368-7309. After hours and weekend availability will be evaluated periodically regarding need.

# Index


1st Intake Worker ..... 31
2nd Direction ..... 36, 43
2nd Intake Worker ..... 31
3rd Intake Worker ..... 31
Action Needed to Preserve Evidence 85
Action Needed to Protect Child From Further Harm ..... 85
Active IEP Code ..... 66
Ad Hoc Group ..... 107
Address Line 1 ..... 34, 42
Address Line 2 ..... 35, 42
Ad-Hoc Advanced ..... 110
Ad-Hoc Break ..... 113
Ad-Hoc Column Can Grow ..... 115
Ad-Hoc Create New Report ..... 110
Ad-Hoc Delete Report ..... 110
Ad-Hoc Description ..... 106
Ad-Hoc Field ..... 107
Ad-Hoc Find Button ..... 108
Ad-Hoc Hide Repeated Values ..... 115
Ad-Hoc High Value ..... 107
Ad-Hoc Line ..... 112
Ad-Hoc Low Value ..... 107
Ad-Hoc Preview/Print Reports ..... 110
Ad-Hoc Print Column ..... 115
Ad-Hoc Print Name ..... 112
Ad-Hoc Report Name ..... 106
Ad-Hoc Reports Navigation ..... 109
Ad-Hoc Show Count ..... 110
Ad-Hoc Show Juvenile Count on Break ..... 113
Ad-Hoc Show Line Count on Break ..... 113
Ad-Hoc Show Subtotals on Break . 114
Ad-Hoc Width ..... 112
Adjudication Date ..... 64
Age 1st Use ..... 69
Age at Intake ..... 35
Age of Child Used as a Placement Factor ..... 83
Agency Name ..... 50, 72, 75
Agency ORI ..... 30
Approved By ..... 33
Arrest Date / Time ..... 51
Arrests – Agency Name ..... 61
Arrests – City ..... 61
Arrests – Notes ..... 61
Arrests – State ..... 61
Arrived at JIAC ..... 51
Attendance Problems ..... 66
Authority for Release ..... 86
Available ..... 88
Badge Number ..... 50
Birth Place ..... 37
Cancel ..... 118
Caregiver's Ability to Protect ..... 84
Caregiver's Availability ..... 84
Caregiver's Physical/Mental Condition ..... 84
Case Number ..... 64
Childs Ability to Protect Self ..... 83
CINC Custody Narrative ..... 59
CINC Definition for Youth ..... 58
CINC Placement Narrative ..... 85
City ..... 35, 42
Complexion ..... 40
Conditional Release ..... 63
Confirm New Password ..... 24
Copy Address From Youth ..... 44
Copy Contact from Previous Release ..... 93
Co-Respondents ..... 53
Counselor Name ..... 72, 75
Counselor Phone ..... 72, 75
Counts ..... 53
County ..... 72, 75
County of Supervision ..... 61
Court Code ..... 63
Criteria for Detainment ..... 56
Current Age ..... 35, 42
Current Citizenship ..... 37
Current Condition / Behavior of Child ..... 85
Database Name ..... 28
Date Approval ..... 33
Date Released to JJA ..... 33
Days Valid ..... 27
Default Export ..... 28
Default Import ..... 28
Delete files after Imported ..... 28

**Dependents Reside with Youth** ..... 77
**Describe youth's physical condition** 40
**Description** ..... 40
**Direction** ..... 36, 43
**Disposition Code** ..... 64
**DOB** ..... 42
Date of Birth ..... 35
**Does Emergency Exist Requiring Placement** ..... 91
**Domestic Violence Exposure** ..... 46
**Driver's License Number** ..... 36
**Driver's License Status** ..... 36
**Employer Name** ..... 44, 79
**Employer Phone** ..... 44
**Employment Code** ..... 78
**Enrolled** ..... 66
**Estimate Number of Round Trip Miles to Emergency Placement** .... 92
**Estimate Time to Arrange Emergency Placement** ..... 91
**Estimate Time to Transport to Emergency Placement** ..... 91
**Ethnicity** ..... 40, 43
**Expelled/Suspended** ..... 66
Eye Color ..... 39
**Eye Wear Code Description** ..... 39
**Family Accepts Referrals** ..... 86
**Family and/or Caregiver SSN** ..... 41
**Family Financial Status** ..... 49
**Family Members with Criminal History** ..... 81
**Family Movement** ..... 46
**Family Narrative** ..... 49
**File Date** ..... 63
**File Location** ..... 63
**Final Narrative** ..... 94
**Find Picture** ..... 37
**Find Previous** ..... 87
**Fingerprinted** ..... 54
**Firearm** ..... 53
**First Name** ..... 34, 41, 117
**First Referral of JO at Age 14 or Younger** ..... 80
**Further Explanation of Family Relations** ..... 46
**Gang Moniker** ..... 79
**Gang Name** ..... 79
**Gang Related Mark** ..... 40
**Gang Set** ..... 79
**GED Status** ..... 66
**Gender Code** ..... 38
**Grade** ..... 65
**Has Used Drugs Intravenously** ..... 69
**Hearing Date** ..... 64
**Hearing Type** ..... 64
**History of Out-of-Home Placements** 81
**House Arrest** ..... 63
**House/Building Number** ..... 36, 43
**Household Income Source** ..... 49
**Inpatient** ..... 71, 74
**Intake Printed Before Approval** ..... 33
**JJA Custody** ..... 62
**JO History Narrative** ..... 82
**JO/CINC** ..... 31
**Job Code** ..... 44
**Job Status** ..... 44, 78
**Job Type** ..... 44, 79
**Judicial District** ..... 51
**Juvenile Correctional Facility** ..... 63
**Juvenile Intake and Assessment Questionnaire (JIAQ)** ..... 6
**Juvenile SSN** ..... 34
**Last Name** ..... 34, 41, 117
**LEO Agency Report Number** ..... 50
**LEO City** ..... 50
**LEO County** ..... 50
**LEO Custody Criteria** ..... 56
**Lifetime Usage** ..... 69
**Locate** ..... 117
**Location of Injury** ..... 84
**Marital Status** ..... 76
**Mark Type Code** ..... 40
**Massachusetts Youth Screening Instrument, second version(MAYSI-2)** ..... 95
**Master DB** ..... 28
**MAYSI Date Taken or Declined** ..... 97
**MAYSI-2 Category** ..... 97
**MAYSI-2 Caution** ..... 97
**MAYSI-2 Cut-Off** ..... 97
**MAYSI-2 Risk Factor Questions** ..... 97
**MAYSI-2 Score** ..... 97

MAYSI-2 Youth Declined to take MAYSI-2 ..... 97
Medical Needs of Child ..... 83
Medical Release ..... 76
Mental Health Narrative ..... 75
Mental Health Treatment History ... 74
Method Payment ..... 88
Middle Name ..... 34
More than 2 Probations ..... 81
More than 3 Adjudications ..... 80
More than 8 Prior Filings ..... 63
Multi-Race ..... 40
Narrative of Activities ..... 79
Need to Notify Person or Agency ..... 94
New Password ..... 24
No Address ..... 35
No Phone ..... 35
Non-Secured Custody ..... 89
Not Enrolled ..... 66
Number of Dependents ..... 77
Number of out of home placements . 81
Occupancy Code ..... 36, 43
Occupancy Number ..... 36, 43
Offense Narrative ..... 57
Officer's Name ..... 50
Oldest Dependent ..... 77
Other Activities ..... 79
Other Income Source ..... 49
Outpatient ..... 71, 74
Parent/Caregiver Deceased ..... 42
Parents Deceased ..... 45
Parents Undergone Mental Health Treatment ..... 75
Parents Undergone Substance Abuse Treatment ..... 72
Password ..... 27
Perpetrator's Access to Child ..... 84
Person Audio Problem ..... 39
Person Contacted ..... 93
Person Contacted Address ..... 93
Person Contacted City ..... 93
Person Contacted State ..... 93
Person Contacted Zip ..... 93
Person Disabilities ..... 39
Person Hair Color ..... 39
Person Height Number ..... 38
Person Physical Problems ..... 39
Person Visual Problems ..... 39
Person Weight Number ..... 38
Person Youth Released To ..... 87
Person Youth Released To Address 87
Person Youth Released To City ..... 87
Person Youth Released To Phone .... 87
Person Youth Released To State ..... 87
Person Youth Released To Zip ..... 87
Persons 18 YOA and Older in Household ..... 48
Persons Under than 18 YOA in Household ..... 48
Phone ..... 35, 42
Picture Path ..... 28
Placement Outcome ..... 87
POSIT Category ..... 100
POSIT Cut-Off ..... 101
POSIT Date Taken ..... 100
POSIT Risk Factor Questions ..... 101
POSIT Score ..... 100
POSIT Youth Declined to take POSIT ..... 100
Present Runaway Status ..... 81
Presumption of Waiver Treat as an adult ..... 53
Previous Citizenship ..... 37
Primary Language ..... 48
Primary Race ..... 40
Prior Adjud Resulting in Out-of-home Placement ..... 80
Prior Arrests ..... 60
Prior CINC ..... 60
Prior CINC Adjudications ..... 61
Prior Involvement with SRS ..... 85
Prior JO Adjudications ..... 60
Probation Status ..... 62
Problem Oriented Screening Instrument for Teenagers (POSIT) ..... 6, 98
Process Begin Date/Time ..... 32
Process End Date/Time ..... 33, 86
Process End Time ..... 86
Race ..... 44
Reason Secured ..... 89
Reasons for Treatment Referral 72, 75

**Recency** ..... 69
**Recency of Injury** ..... 84
**Refused to Answer Drug/Alcohol Questions** ..... 69
**Regular Activities** ..... 78
**Relation to Youth** ..... 41
**Released Back to Agency** ..... 87
**Resident County** ..... 35
**Responsibility for Transport** ..... 86
**Risk for Abuse** ..... 92
**Risk to Harm Others** ..... 92
**Risk to Harm Self** ..... 92
**Risk to Run from Placement** ..... 92
**Runaway Frequency** ..... 81
**Runaway History** ..... 81
**School** ..... 65
**School Issue Narrative** ..... 67
**Secure Custody** ..... 89
**Secured Custody** ..... 89
**Seriousness of Incident** ..... 84
**Services provided in this process** ..... 88
**Services Referred** ..... 88
**Shared IV Drug Materials with Others** ..... 69
**Siblings Deceased** ..... 45
**Siblings Primary Victim(s)** ..... 84
**Siblings Undergone Mental Health Treatment** ..... 75
**Siblings Undergone Substance Abuse Treatment** ..... 72
**Siblings with Active or Previous CINC** ..... 81
**SRS out-of-home** ..... 62
**State** ..... 35, 42
**State Issued** ..... 36
**Statute Description** ..... 52
**Statute Number** ..... 52
**Statute Search** ..... 55
**Statute Type** ..... 52
**Street Type** ..... 35, 43
**Structure** ..... 36, 43
**Substance Abuse Narrative** ..... 73
**Substance Abuse Treatment History** ..... 71
**Substance Name** ..... 68
**Suffix Name** ..... 34
**Suicide Attempts by Youth** ..... 46
**Supervised By** ..... 61
**Time Into Secured Custody** ..... 89
**Time Out of Secured Custody** ..... 89
**Truancy Petition Filed** ..... 66
**TYPE**
**Type of School** ..... 65
**Type of Intake** ..... 31
**Usage** ..... 69
**USD**
Unified School District ..... 65
**User ID** ..... 27
**User Level** ..... 27
**User Name** ..... 27
**Victim Injured** ..... 53
**Victim of Physical Abuse** ..... 46
**Victim of Sexual Abuse** ..... 46
**View Selected Intake** ..... 118
**Weapon** ..... 53
**Workers Name** ..... 61
**Youngest Dependent** ..... 77
**Youth Concern About Parent Drug and/or Alcohol Usage** ..... 45
**Youth Concern About Parent Mental Health** ..... 45
**Youth Concern About Sibling(s) Drug and/or Alcohol Usage** ..... 46
**Youth Concern About Sibling(s) Mental Health** ..... 46
**Youth Pregnant** ..... 76
**Youth Refused to Answer Questions** 86
**Youth Require Medical Attention** ... 76
**Youth Resides With** ..... 49
**Youth Resides with Parent/Caregiver** ..... 42
**Youth Status Notes** ..... 63
**Youths Physical Conditions** ..... 77
**ZIP** ..... 35, 42